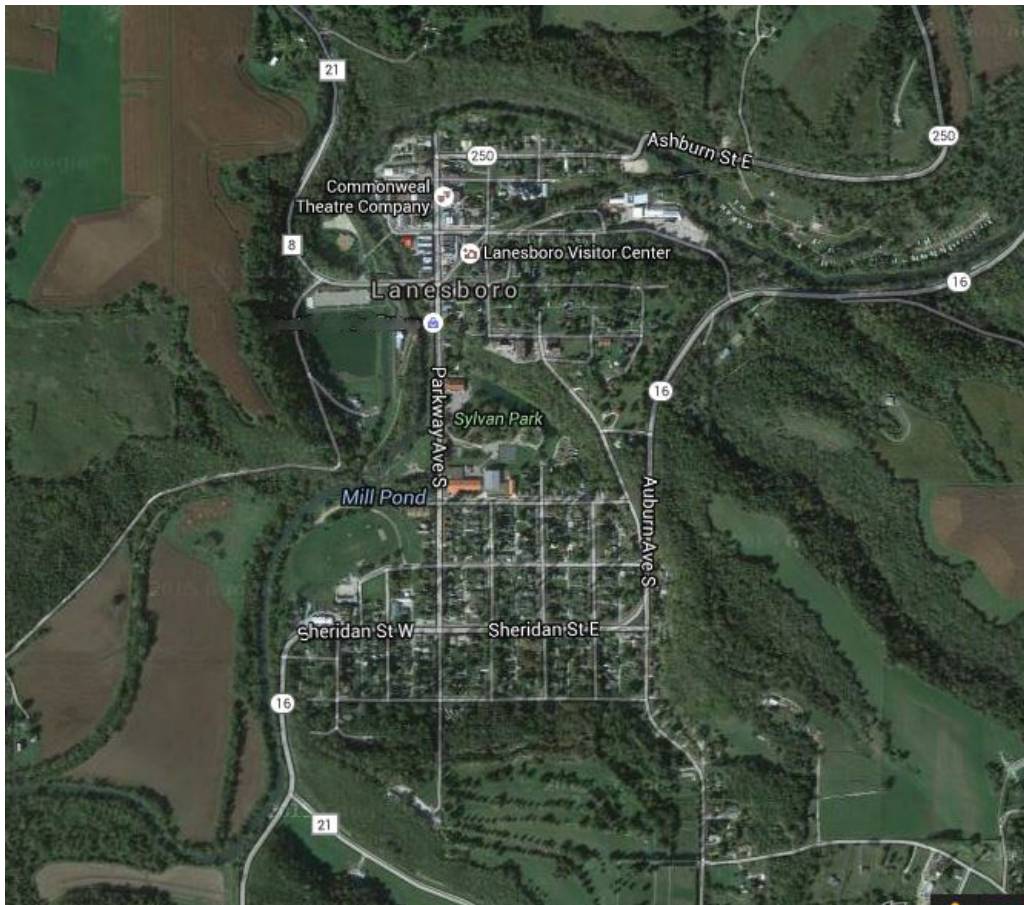


Conceptualizing Lanesboro's Future



*A Concept Plan
Offering Options for Consideration*

June 7, 2016

This document was prepared by Randall Arendt, with assistance from Kelly Rae Kirkpatrick and many Lanesboro officials and residents.

Contents

FOREWORD.....	5
INTRODUCTION.....	6
OVERVIEW OF KEY ISSUES AND CONCEPTS - a document “road map”	7
INTERIM CONCEPT MAPS.....	9
POTENTIAL “FIRST STEPS” TOWARD PLAN IMPLEMENTATION.....	10
CRITICAL REVIEW OF PLANS AND ORDINANCES.....	11
Zoning Ordinance of 1989 and Suggested Zoning Improvements (pages 11-13)	
Detached Townhouses (p. 11)	
Duplexes and Multi-Family (p. 12)	
Accessory Dwelling Units (p. 12)	
Conservation Subdivisions (p. 13)	
Subdivision Ordinance and Suggested Improvements (p. 13)	
Site Plan Review Ordinance (p. 14)	
Heritage Preservation Design Guidelines and HPC Ordinance (p. 16)	
PAST PLANS AND STUDIES.....	18
1998 - Comprehensive Plan (p. 18)	
2007 - 20/20 Vision Plan (p. 29)	
2008 - Retail Market Survey (p. 20)	
2012 - Downtown Preservation Commercial Design Guidelines (p. 20)	
2014 - Lanesboro Arts Campus Vision Plan (ACP) (p. 20)	
PUBLIC DISCUSSIONS FOR THE 2016 CONCEPT PLAN.....	21
Jobs (p. 22)	
Recreation (p. 23)	
Lanesboro Dam (p. 24)	
Housing (p. 25)	
Downtown (p. 25)	

Northwestern Flats (p. 29)	
Eastern Flats (p. 30)	
NEXT STEPS.....	31
APPENDICES.....	32
Appendix A - Areas of Opportunity (Compendium of Public Meeting Comments) (p. 32)	
Appendix B - Submitted Sketches from Public Meetings (p. 42)	
Appendix C - 20/20 Vision Plan (p. 44)	
Appendix D - Residents Survey Results - spring 2016 (p. 53)	
Appendix E - Downtown Commercial Design Guidelines (Excerpts) (p. 59)	
Appendix F - Historic Lanesboro Photographs (p. 62)	
Appendix G - Shade Tree Planting Guidelines (p. 63)	
Appendix H - Accessory Dwelling Unit Model Regulations (p. 64)	
Appendix I - Model Site Plan Review Regulations, including Addenda for Voluntary Architectural Design Standards for Gateway Districts (p. 67)	
Appendix J - Examples of Conservation Subdivisions (The Fields of St. Croix and Summerfield) (p. 86)	
Appendix K - Model Conservation Subdivision Ordinance (p. 92)	
Appendix L - Final Concept Map (p. 108)	

FOREWORD

When thinking about Lanesboro as it now exists and also as it could be in the future, it might be useful to think of this small, remarkable city as a very large, old Victorian house, set amidst historic gardens (or outstanding natural geological features such as the river, bluffs, and rolling farmland).

Over the course of the last five or so decades, as the family's children grew and moved away to seek jobs in larger communities, the family size (city population) shrank, and the older generation lives on its retirement savings and Social Security (diminishing municipal revenues). Various rooms in this large old house and several outbuildings on the property are no longer occupied (the vacant lots and underutilized upper story floor space downtown).

Although critical elements such as the roof are kept in good repair, some cracked windowpanes or missing windows remain unfixed (the vacant lots), the plumbing is old and leaky (municipal water lines), its septic system is outdated and creaking along (the municipal sewage treatment plant), and its fine oak floorboards need refinishing or replacing (cracked sidewalks). When resources permit, the family would like to plant a maple tree in its front yard to fill the void between the house and the street, "greening up" its overall appearance (downtown shade trees along the main street).

Although the house needs a lot of work, it is basically sound and remains generally attractive. The family now struggles to maintain what it has and the challenges seem to be increasing every year, leading to an ever-growing list of deferred maintenance items. In the past, the easiest thing to do was discuss "next steps", but also to not reach a decision or take decisive action, as economic circumstances were always challenging. The family realizes that a critical situation is fast approaching, and they should make a priority list of needed repairs and improvements to attract a new owner someday (downtown investors, new employers and businesses, and new households). The family (city administration) knows that it also needs to identify new and larger income sources (expanded tax base and municipal grants).

The family decides to hold a reunion, where the grown children, grandchildren, cousins, and as many relatives it can muster (recently held public meetings) arrive to brainstorm ideas for resolving the problems that have steadily accumulated over the years. The ensuing discussions generate a raft of great ideas and a home improvement plan is written up listing all the suggestions (a concept plan filled with ideas). Simple drawings are sketched showing the house repair/replacement items on the priority list (a municipal concept plan). Among the suggestions is that a group of outbuildings on the northwestern corner of the property (city fire station and municipal sheds) should be removed to make way for a larger garage and a new barn where the family could operate a home business (new commercial and mixed-use premises on part of The Flats).

The future already looks more promising, although everyone realizes they must pull together and work hard to turn these dreams into a reality. Completing the to-do list is a multi-year project; some items might take a decade or more to accomplish. The family knows they must seize this opportunity; they do not want to experience what happened to another family who failed to take the necessary steps, and witnessed the gradual deterioration of its once-fine old house. One young family member thought that something she had recently read in her high school English class was worth repeating toward the end of the reunion, a line from a Shakespearean play: "There is a tide in the affairs of men, which, taken at the flood, leads on to fortune". She said that her family's situation seemed like that of a boatman on an estuary shore who, seeing the waters of the flood tide rising (which would enable him to float over the sandbars), recognized that this was the right moment to put in, cast off, and set sail.

INTRODUCTION

The principal purpose of this Concept Plan is to succinctly summarize the most critical issues facing Lanesboro, which are the ideas generated during past planning initiatives, and ideas that surfaced through an extensive and inclusive series of nearly three-dozen public discussions and meetings held between January and May of 2016 (see photo below). In the words of one resident, “To have success and validity, the Concept Plan must be developed through conversations and communication with individuals about what is possible, ideal, desirable, and cost-effective.”



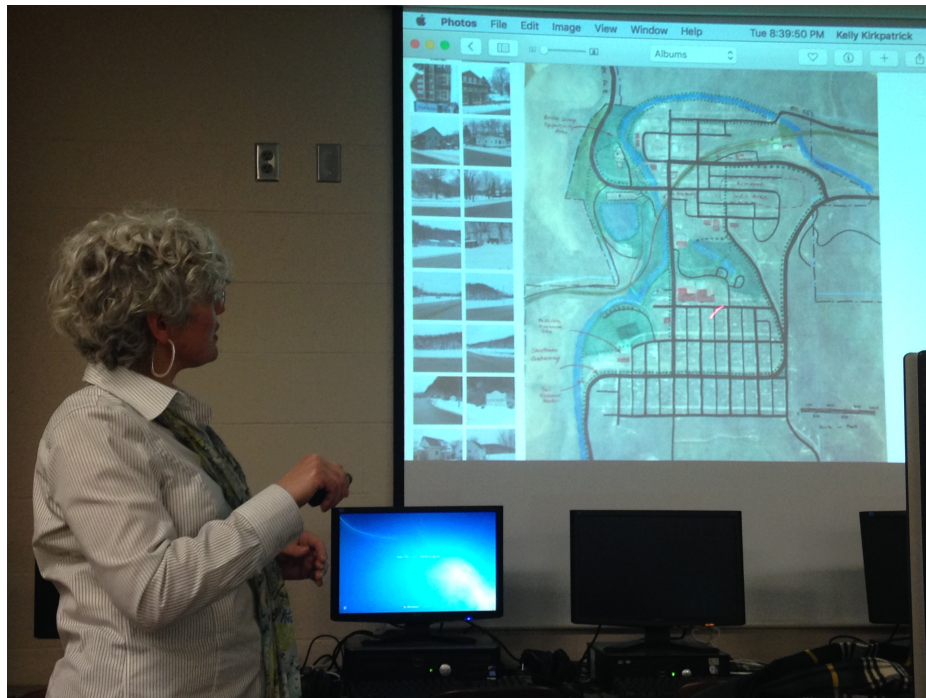
A second purpose is to report the ideas brought to the project from findings and recommendations contained in past plans and studies, along with numerous planning and design options based on the author’s publications and experiences with small towns in primarily rural areas over the last 40 years.

The maps and photos contained in this report graphically illustrate a number of ideas that have emerged from this process, and are presented for public consideration rather than as a specific prescription. This highly visual aspect of the current document differs from most previous planning efforts and is intended to help the general public and officials visualize the results described within this document.

A third purpose is to serve as a catalyst for further planning and implementation of actions recommended as a result of this community visioning and planning process. It is the intent of the present initiative to lay the groundwork for an ongoing process to ensure that these ideas remain in public conversation and those that the community embraces, become implemented. To help ensure that this continuing process does not falter, it is recommended that the City Council assign appropriate issues or initiatives to existing city committees and commissions.

Other initiatives may be addressed by independent organizations or working parties that may be appointed by municipal leaders to drill down into specific issues or initiatives. In order to assure they report back to the City Council on their findings and recommendations, a task force should be appointed by the City Council. This task force will recommend policies and procedures that enable a coordinating group (yet to be determined) to promote and facilitate collaboration and cooperation among the diverse groups developing programs in Lanesboro.

Those recommendations, more detailed than are possible to present in this overall citywide concept plan, should form the basis for promoting cooperation and coordination among a potentially wide number of small area plans focusing on specific parts of the community.



Like municipal comprehensive plans and regulatory ordinances, this concept plan is intended to be a living document that is added to and kept current, ideally on an annual basis. A task force of the City Council, Planning & Zoning Commission, or EDA could be assigned with that responsibility, which might include re-examining the priorities list and adding any new initiative ideas that might surface over the previous year. Such updating should be paired with an annual report noting progress achieved on the various action items.

This Concept Plan begins with a brief overview of plans and ordinances prepared for the city over the last several decades. However, it moves beyond simply recommending certain improvements and provides the city with model ordinance language to simplify the process of adopting such new regulations.

OVERVIEW OF KEY ISSUES AND CONCEPTS – a document “roadmap”

This section provides a convenient “road map” to help readers navigate this document so they may readily turn to specific wording that relates to key issues identified during the extensive public consultation process that occurred in recent months.

- Expanding Employment Opportunities (pages 10 -11, 22-23)
- Enlarging the Housing Stock (quantity and type of dwelling, pages 11-16, 30-31)
- Enhancing the Downtown (pages 15-18)
- Increasing Recreational Provision (pages 23-24, 26-30)
- Redeveloping the Northwestern and Eastern Flats (pages 30-31)
- Relocating City Facilities (pages 9-11, 30-31)

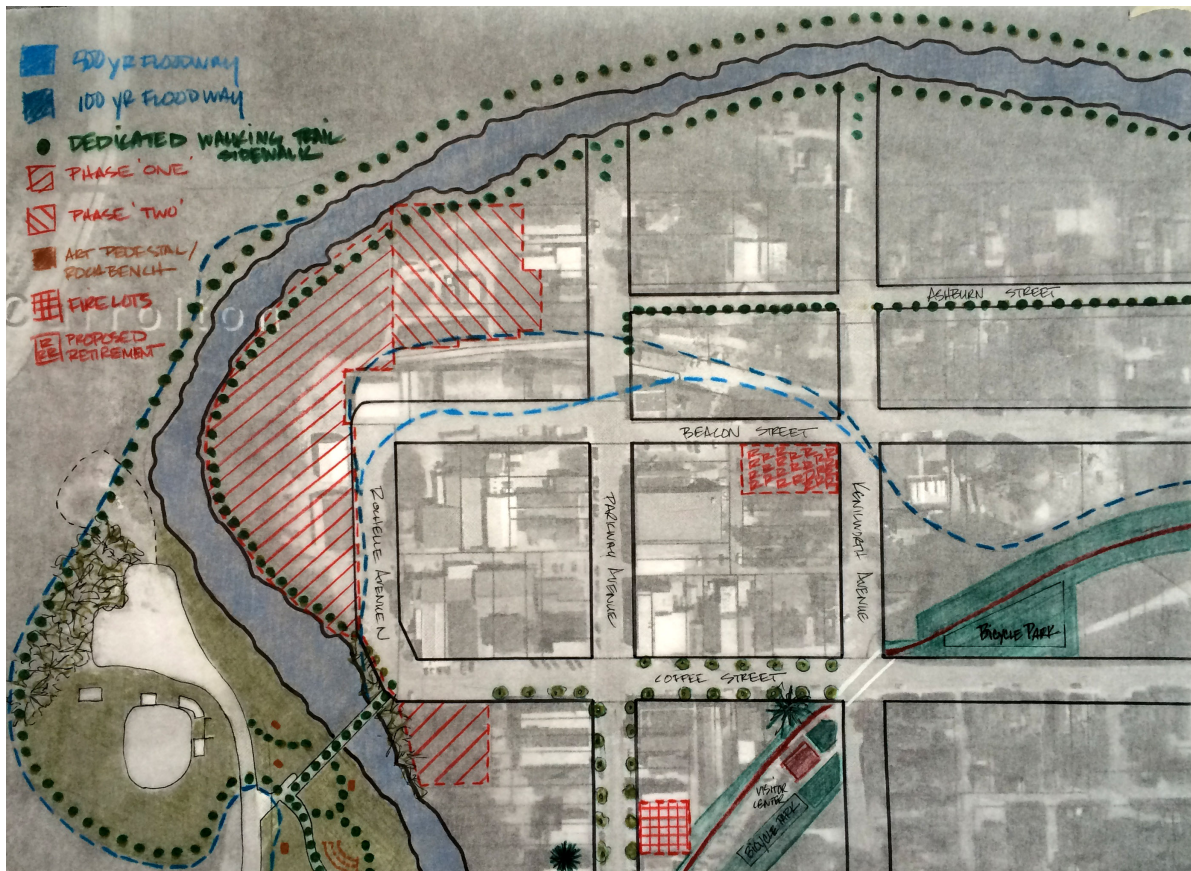
Updating and Expanding Local Ordinances (Zoning on pages 11-13; Subdivision Ordinance on pages 14-15; Site Plan Review on pages 15-16; and Heritage Preservation Design Guidelines and HPC Ordinance on pages 16-18)

INTERIM CONCEPT MAPS

The following maps were prepared in mid-April, toward the end of the conceptual planning process.



Map 1: This Concept Map shows gathered ideas from public and invited concept meetings held during the spring of 2016.



Map 2: This area is known as “The Northwestern Flats” and has received many comments by Lanesboro residents and business owners as showing an area of opportunity for redevelopment.

POTENTIAL “FIRST STEPS” TOWARD PLAN IMPLEMENTATION

It is recommended that the city select and embark upon several initial projects as “first steps” to show progress during the balance of this year. These projects would involve actions that the city can undertake at relatively small cost, and - based on citizen input - might include the following:

- Update the 1998 Lanesboro Comprehensive Plan
- Update the critical ordinances of the 1989 Zoning Ordinance and plan for comprehensive review/revision
- Relocate the brush dump and develop the land for recreational uses
- Create a walking trail along the rivers edge
- Coppice trees on levee bank to protect it from damage caused by tree toppling in high winds
- Establish walking trails on top of levee and continue Sylvan Park trail redevelopment
- Create mural paintings on the north side of the Galligan Building and work with the owners of the Telephone Building creating a landscaped “alcove” park in front of it
- Work with owners of the Pedal Pusher building to decoratively paint the blank windows facing Coffee St.
- Provide improvements around Bass Pond
- Work with landowner to improve distressed vacant lot appearance (e.g., with river gravel, benches, tables, umbrellas) as interim measure before reconstruction begins
- Begin planting shade trees along Parkway Avenue and install “parklet” platforms in front of receptive businesses
- Plant shade trees in the DNR park near the dam

- Meet with Acentek leaders sharing the Concept Plan that states Lanesboro’s critical need for fiber optic service
- Appoint small task forces and working groups to focus on specific issues highlighted in this plan

Among the topics that task forces or working groups might focus on are expanding employment opportunities, enlarging the housing stock (quantity and type of dwelling), enhancing the downtown, increasing recreational provision, and redeveloping the Northwestern Flats.

CRITICAL REVIEW OF PLANS AND ORDINANCES

Zoning Ordinance of 1989 and Suggested Improvements

This document reflects the thinking that was current 27 years ago when it was prepared and, as such, is seriously outdated, containing a number of provisions that unintentionally block progressive development approaches, such as creative forms of infill housing and accessory dwellings. It allows outdated approaches to flexible subdivision design (such as for “Planned Unit Developments” with no standards requiring any minimum percentage of open space), and does not yet provide for more modern approaches such as “conservation subdivision design”. Nor does it contain a process for reviewing proposals for non-subdivision development (typically commercial or institutional premises).

Interestingly, the 1998 Comprehensive Plan identified some of these deficiencies, specifically recommending the City adopt “cluster zoning” and “site plan review”. During the intervening years, most planners have moved beyond the now-outdated “clustering” approach and advocate a much better alternative called “conservation subdivision design”, described several paragraphs below (see page 9-10).

“Detached Townhouses”: More efficient use of Lanesboro’s limited supply of vacant or underutilized and serviced land could be achieved by allowing various forms of flexible development in certain older non-rural areas (such as The Flats, Elmwood, and Church Hill, where lots and homes are generally smaller). For example, three single family dwellings could be allowed on 100 feet of street frontage in neo-Victorian cottages that might be 22 feet wide, the typical width of many townhouses. These homes would permit families with townhouse budgets to buy single-family detached homes with windows on all four sides, instead of being financially restricted to townhouses with common walls and much less day lighting and ventilation. When more than one “detached townhouse” is proposed to be built on adjoining lots, side window design should be coordinated to minimize privacy loss, such as with clerestory windows (having sill heights about six feet above the floor) on any side wall facing another side wall with regular full-sized windows.



Figure 1: Three original 19th century cottages efficiently occupy 100 feet of street frontage in Havre de Grace, MD (left); new “detached townhouse” in Carmel, IN (center); and two similar ones in Winslow, WA in a row of nine, where the land between them is bridged by decks used by the home abutting each deck’s left side.



Figure 1a: A reasonably local example of “detached townhouses” can be seen at University Village in Winona, above. (Photos by Kelly Kirkpatrick)

Duplexes, and Multi-Family: Two-family homes (“duplexes”, “twins”, or “semi-detached”) and multi-family dwellings (up to say three or four homes) could be allowed in a wider range of districts if the architecture were required to follow certain basic design standards so they generally resemble large single family homes. These new homes could, for example, be required to locate their garages at the rear (to avoid garage doors dominating front facades), and they could also be required to visually subordinate their additional front door or doors, such as under a porch overhang in a recessed wing, or on a side of the building, particularly on corner lots.



Figure 2: Two-family homes can be built to fit into single-family neighborhoods by appearing to be two narrow cottages with a recessed connecting link (left); by being designed as a large house with the second door under a porch roof in a recessed wing (center); or by having front doors at opposite ends within an asymmetrical façade (right). Another variation on corner lots provides two front doors facing different streets.

Accessory Dwelling Units: Another improvement would be to specifically allow accessory dwelling units (ADUs), sometimes called “granny flats”, that double the capacity of a house or house lot to accommodate a second household, immediately expanding the local rental market in an almost invisible way. ADUs should be regulated to comply with a short list of design and performance standards such as those limiting them in size, regulating parking (prohibiting it between homes and the street), or requiring additional stairwells (inside or out) to provide fire egress. ADUs are often located on a second level, in a wing, or in an outbuilding such as a large garage or carriage house, but are sometimes created in small, detached cottages at the rear of the lot. Parts of Brooklyn, with generally larger homes and wider lots, might provide some of the most suitable locations for these units in Lanesboro. ADUs provide a supplemental income to the homeowners concerned about property taxes, while providing modest living accommodation for people wishing to move to or remain in the community. They are sold with the house as a complete entity; ownership of the two units may not be divided. Model regulations are contained in Appendix H (page 64).



Figure 3: Accessory dwellings can be located above garages (left), in a new extension built between the original house and a new attached garage (center), or at the back of the house (right).

Conservation Subdivisions: In more rural locations, conservation subdivision design would enable Lanesboro to avoid repeating the mistake of many rural communities that have implemented large-lot zoning, such as currently permitted in the extensive single-family residential and light farming use (RA) district on most of the nearby “heights” above the gridded downtown and older neighborhoods. In these relatively close-in locations, flexible development design would enable (or require) home siting to respect the rolling topography, and also to preserve 50-60% of the buildable land on property in the process -- in addition to unbuildable wetlands, steep slopes and floodplains (in areas with public water and sewer, where higher densities are appropriate, the minimum open space percentage is smaller). Allowing or requiring lots to be reduced in size from the current 2.5 acres to one acre, and setting minimum requirements for permanent open space achieves this result. Typically in such developments, water is supplied through individual wells on each lot or by a group system drawing from one or more community wells. Wastewater is treated either in individual septic drainage fields located on the best soils on the property (either within the lot or in nearby open space) or by clustered community systems. Another advantage of this approach is that it promotes more reasonably sized lots instead of lots that are “too large to mow and too small to plow”, where neighbors hardly know one another. ADUs could be allowed in conservation subdivisions as well as in older neighborhoods. Two examples of conservation subdivisions and their regulatory language are contained in Appendix J (page 86). The Fields of St. Croix (on an unserved rural site with a “constructed wetland” wastewater system that is located on limestone soils) in Lake Elmo, MN, and Summerfield (with city public water and sewer) located in Chester County, PA. Although current zoning allows “Planned Unit Development” (or PUDs) in as-yet undesignated “overlay districts”, those regulations contain no standards pertaining to critical aspects such as the quantity, quality, or configuration of required open space, and basically allow developers to arrange housing units in a flexible manner to avoid impacting “streams, rough terrain, wooded cover” and other challenging or unbuildable parts of their property, without ensuring important public benefits such as preserving land that is otherwise developable.

Subdivision Ordinance

In addition to the zoning ordinance, the City’s subdivision regulations should be amended to require each applicant to submit a detailed “Existing Resources and Site Analysis Map” to enable all parties to understand where the parcel’s special features are situated, so they may be designed around and preserved. This map would be followed by a required Site Visit by the applicant and Planning Commission members (perhaps abutters as well), and then by a simple Conceptual Sketch, prior to the much costlier Preliminary and Final Plans with all their expensive engineering detail. That sketch plan should follow a four-step design approach beginning with the delineation of the proposed open space, followed by house sites, street and trail alignments, and finally lot lines, to ensure that the full-density layout is organized around the goal of open space preservation. The result is what some planners call a “golf course development without the golf course, substituting greenways for fairways”. To ensure permanent protection, the open space must be covered by a perpetual conservation easement. Management plans

for the open space should also be adopted. An excellent Minnesota example, The Fields of St. Croix in Lake Elmo, is described in Appendix J (page 86).

Conservation subdivision design should also be allowed (or required) in another part of the city's upland area, the land currently occupied by the golf course. Because any property not protected by a permanent conservation easement must necessarily be considered to be subject to potential future development pressure, this land should be zoned appropriately, not for 7,000 sq. ft. urban house lots that are most suitable on flat terrain (as the code currently does). The issue of overall density is a matter for the community to decide, and might be somewhere between the current five dwellings/acre (R1) and 2.5 acres/dwelling (RA).



Figure 4: Conservation subdivisions can preserve farmland or restored prairie (left and center in Lake Elmo, MN), or be designed at higher density with different housing types built around a stable and horse pastures (right).

One model that might be considered is the equestrian-centered Summerfield development featured in *Rural by Design* (q.v.), built at about 2.3 du/acre on public water and sewer at the edge of a village in Chester County, PA. That development exemplifies the potential of conservation subdivision design at intermediate densities (see photo at right in Figure 4, and the case study in Appendix J). The MN Land Trust and the University of Minnesota's Center for Urban and Regional Affairs and Design Institute have produced a 23-page booklet (*Conservation Design Portfolio: Preserving Minnesota Landscapes Through Creative Development*), highlighting seven residential developments specifically designed to minimize impacts on the land and waters surrounding them (<http://www.buildwise.org/library/design/sustainable-development/conservation-design.htm>).

Site Plan Review Ordinance

Another tool, not yet in place in Lanesboro, which was specifically recommended in the 1998 Comprehensive Plan is a short ordinance called Site Plan Review (SPR), allowing the city to require developers to submit detailed plans showing how buildings would be situated on a property, together with details for parking, outdoor lighting, stormwater management, signage, landscaping, etc. SPR ordinances must contain a number of "good neighbor" performance standards to ensure that nearby properties are not negatively affected by traffic, nighttime glare, noise, unscreened clutter, aromas, smoke, fumes, or other easily-avoided nuisance situations.



Figure 5: Site Plan Review enables towns and cities to establish design standards for new nonresidential development proposals. Pictured above are a gas station with pumps and canopy at the rear (left); a Goodyear Tire store with clapboard siding and a traditionally pitched roof (center); and a service station with two hidden service bays accessed at the rear (right). It should be noted that new gas station canopies can be required to have recessed lighting to avoid roadside glare caused by numerous bright luminaires protruding downward with exposed sides causing light pollution spilling out onto roadways and nearby properties.

SPR, which this concept plan re-recommends, allows the city to permit a broader range of uses in some districts, with the assurance that the development in question would not detrimentally affect neighbors. In certain “gateway areas”, where visitors’ first impressions are made (Figures 5-7 and 13), and where the community would like to put its very best foot forward, the above standards could be supplemented by design criteria relating to building size, scale or height, exterior materials, roof pitch, and exterior color recommendations (which can help to lessen visual impacts of larger structures). Although SPR typically relates to new construction, it can also extend to cover enlargements of existing structures or changes in the nature of a business activity that could generate new and different impacts.

Zoning to require compliance for franchise businesses to comply with Lanesboro’s architectural guidelines in areas where franchises are allowed should be addressed quickly.



Figure 5A: Pictured above are three auto repair garages designed to fit harmoniously into their communities, with their offices (not large open doors) facing the street. On the left the large vehicle bays are situated on one side of the building and are partly screened by trees and a stone retaining wall (North Kingstown, RI). In the center the offices are located in a separate building that screens the parking area and the service building behind it (Bethlehem, CT). On the right the building’s large vehicle doors are on its rear wall, facing the back of the lot. Note also that the building is painted dark brown, a color that tends to downplay the scale of the structure, in Topsham, ME (forest green would have been equally effective).



Figure 6: Self-storage facilities can take many forms. A wood shingled façade and office conceal a plain white metal building behind them in Westerly, RI (left); standard metal buildings can harmonize better with traditional paint colors (center); a metal pole-barn with a front porch in Rindge, NH was set back behind existing trees (right).



Figure 7: National chains also comply with local design standards, as demonstrated by the CVS on Cape Cod (left), the Dunkin' Donuts in Charlestown, RI (center), and by the Circle K car wash in Brunswick, ME (right). None of these buildings was particularly expensive to construct, employing basic forms supplemented with simple dormers and gables. SPR regulations apply equally to local businesses and national chains.

Heritage Preservation Design Guidelines and HPC Ordinance

Although Lanesboro's Heritage Preservation Commission ordinance dates from 1985, its key provisions - those dealing with design guidelines for downtown buildings, were adopted in 2012 (this document is available in an electronic version from the HPC). They are exemplary both in terms of text and illustrations, providing outstanding visuals (see Figure 8) suggesting how the fronts of individual properties might be modified to better reflect the historic character of a few blocks along Parkway Avenue and Coffee Street. The guidelines contain design criteria that have filled a previous gap in the city's original historic preservation ordinance; excerpts from this part of the ordinance appear in Appendix E (page 59).



Figure 8: Original building as seen in a historic photo (left), the property at present (center), and a potential restoration following Lanesboro’s downtown design guidelines (right). The historic diner, originally from Wellington OH, could be relocated to a nearby site, such as where the fire station now sits. The replacement building (right) could be set back 15 feet to create a new alcove sitting/dining area if HPC guidelines were modified.



Figure 9: Conceptual sketches from Lanesboro Local for infilling two of the three empty lots on the eastern side of Parkway Avenue, showing a somewhat contemporary interpretation of early 20th century building design in back (right). Note the outdoor sitting space with benches and shade trees, creating a convenient pedestrian link to and from the bike path. (The landowner has also created at least one other set of drawings for this property.)

The guidelines are so complete that only a few suggestions are provided for improving them. Among them are a requirement that the “bulkhead” areas between storefront windowsills and sidewalks be elevated about four inches above the pavement on a concrete curbing or plinth to keep them drier and less prone to wood-rot, and that plywood used in exterior panels be of the “MDO” variety (medium-density overlay) which will not crack or cause paint to peel prematurely, as happens with standard exterior plywood.



Figure 10: The “bulkhead” or “stall riser” area between the sills of shop windows and the pavement should be elevated on concrete curbs (or plinths) to help keep them drier (center). Recessed panels should be made of MDO plywood with a hard smooth finish to prevent cracking or peeling (center). Alternatively, this area could be glazed to reflect the historic windows that admitted daylight into cellars, and opened for coal deliveries (right). In Lanesboro, the Iron Horse building has such windows in place, and it is likely that they still exist behind plywood inserts on the Galligan Block.



Figure 11: Alcoves can be landscaped and provided with benches and shade trees, offering residents and visitors a place in which to relax and enjoy the downtown atmosphere, while also increasing the wall space available for shop windows. They can also be set back from street corners creating a focal point, and improving visibility for turning vehicles (right) - perhaps an appropriate approach on the site of the old filling station on the Parkway.

One other idea is to encourage the creation of recessed “alcoves” in the line of storefronts by allowing a developer to set his building back 15 feet from the sidewalk edge to create an informal sitting area with benches, landscaping, and a shade tree. However, to implement this idea, the LPC would need to amend its current design guidelines that require new buildings to be flush with their neighbors. (This approach could also be employed in front of the 1929 Telephone Building, whose massive steps are infrequently used. To encourage storefront renewal, the City could continue to be proactive and offer property owners financial assistance, such as through CEDA financing). Small grants or interest-free loans could also be provided by a community foundation or a nonprofit organization with access to revenue sharing from gambling proceeds. Regarding the original 1985 code, newer models with more current language and provisions exist at the state level and are recommended by staff at the Minnesota Historical Society.

PAST PLANS AND STUDIES

1998 - Comprehensive Plan

This 21-page report, followed by 39 pages of appendices, surveyed the downtown and five neighborhoods and presented goals and policies for housing, economic development, green space/historic/natural areas, public infrastructure, and municipal activities. Each of the above contained a number of specific Action Steps with target dates for implementation (typically 1998-2000). Among its Implementation Items were amending the zoning and subdivision ordinances to include new approaches

such as cluster development, conditional use zoning, performance standards, site plan review, overlay zoning, historic district expansion, and a capital improvements program. Although a few of these items have been implemented, zoning and subdivision regulations seem to be largely the same as they were in 1998. Model ordinance language provided as part of the current Concept Plan should help the City move forward with these updates. Interestingly, in 1998 Lanesboro's population projections for 2015 ranged from 789 to 872, compared with a 1950 population size of 1,094, and an estimated 2013 level of 734. It is a matter of substantial concern that Lanesboro is nearing the lowest population level in its history, with only the 1870 census reporting fewer inhabitants - a 33% drop over the last 66 years, and a 21% decline since 1980. A reasonable goal would be for the city to regain its 1950 population of about 1,100, which would also reverse the parallel decline in school enrollment - which has dipped by 49 pupils - or 12.6% between 2000 and 2012/13. This decline would have been much sharper if parents from nearby communities had not enrolled their children in Lanesboro's schools - a shot in the arm that might not continue if the school system continues to shrink and have diminished ability to offer its exceptional programs.

Among the listed "Action Steps" in the 1998 Comprehensive Plan were the following:

- A sidewalk reconstruction program needs to be implemented
- Promote second and third story residential use downtown
- Apply for Tree City USA designation (usually requires a concerted commitment to planting numerous shade trees downtown and in neighborhoods)
- Create a local natural pathway along the river
- Identify potential sites for a new sewage treatment plant
- Levee protecting Sylvan Park needs inspection and certification regarding its structural integrity
- Adopt bluff setbacks to preserve sightlines to and from the bluffs. (Although city officials recall such an ordinance being enacted, a copy has not been located and therefore has not been recently reviewed. Such restrictions are often challenging to write in a legally-sustainable way, as courts historically have not been willing to uphold land-use regulations based more on aesthetic concerns than on health, safety, or environmental reasons.)

Among the appendices to the Comprehensive Plan are five maps that are currently unable to be found (including those for Environmentally Sensitive Areas and Housing Infill and Growth Areas). Four "narrative appendices" covering 39 pages include a 1996 Community Survey Summary and summaries of comments received at five community meetings held in late 1997 and early 1998 on issues relating to general community concerns, housing, economic development, green space/historic/natural areas and public infrastructure. Comments reported in these appendices paralleled the formal goals and "Action Steps" described above, many of which would sound very familiar to present-day readers.

2007 - 20/20 Vision Plan

This excellent 10-page report, initiated by the Chamber of Commerce in 2003 and carried forward by the EDA in 2005, summarizes ideas generated by a large number of public discussion sessions held almost every six weeks for two years beginning in 2003, to articulate a community vision for the year 2015. It is divided into three two-page sections articulating a vision and multiple goals under three headings: Housing, Economic Development, and Land Use. This fine report, still timely and relevant today, contains many very positive recommendations, broadly paralleling comments heard at the numerous "interview" sessions recently conducted as part of the current Concept Plan process. Among the ideas that have been implemented or largely implemented are converting the old school on Church Hill into residential units, reinvigorating the Heritage Preservation Commission (HPC), encouraging arts programming and developing new venues for exhibits and performances, and encouraging the preservation of historic residences.

Among the goals that have not yet been implemented or fully implemented are constructing infill housing on vacant residential lots, creating mixed use developments, promoting riverfront beautification and improvement, amending zoning and adopting other ordinances to facilitate progressive and sustainable development approaches, creating a Housing Trust Fund, improving gateways, eliminating invasive plant species, and promoting the 20/20 Vision Plan.

Because of space limitations in the body of this Concept Plan, and to ensure the 20/20 Plan contents remain readily available; it is included as Appendix C (page 44) of this document.

2008 - Retail Market Survey

This 15-page document, commissioned by the Chamber and the EDA, reported the results of completed survey forms submitted by 57 residents and 104 visitors, listing their compliments and complaints. Although 80 percent of visitors rated Lanesboro's retail experience as excellent or good, only 49 percent of responding residents felt the same way. 43% of residents rated it as fair or poor, compared with 13% of visitors. Apparently many businesses do a much better job of catering to visitors than they do serving residents, which might reflect the relative ease of meeting visitors' needs, compared with those of locals - a great number of which missed having a hardware or drug store. Comments heard in recent public meetings indicate that many people miss the variety available in the larger grocery store that Lanesboro once had, although others said they were very grateful for the goods that the smaller existing grocery provides. The 2008 survey report contained no recommendations, only findings.

2012 - Downtown Preservation Commercial Design Guidelines

As noted in the "Historic Preservation" section above, in 2012 the Heritage Preservation Commission commissioned a set of design guidelines for the city's downtown business district. This excellent 59-page report contains a section on financial incentives for building owners, a description of historic building types and styles in Lanesboro, guidelines for building maintenance, signage and lighting, and guidelines for new construction and new building materials. The longest section, covering about 20 pages, details recommendations for seven downtown buildings, contrasting photos of existing conditions with life-like illustrations showing how these buildings might appear if renovated according to the city's new standards (see Figure 8 above for one example). This fine document is available in an electronic version from the HPC.

2014 – Lanesboro Arts Campus Vision Plan (ACP)

This excellent plan, prepared in 2014, contains a large number of fine recommendations for creating an arts-oriented atmosphere in and around the city center, including a number of projects that have been completed, are underway, or are in detailed planning stages such as the Downtown Historic District directional signs at the gateway streets, the gateway park amphitheater performance space and sculpture pedestals. A long-time resident submitted a sketch at a recent planning meeting, suggesting that the bump-outs and shade trees proposed in the Poetry Parking lot sketch in the ACP be located so as to make it more difficult for tractor-trailer drivers to use this lot to turn their vehicles around. Several recommendations in the ACP's Poetry Lot sketch were reiterated at the public discussion meetings held this spring, such as planting native trees and grasses, creating rain gardens (see Figure 22) to absorb stormwater, installing entry and way-finding signs, and providing toilet facilities - possibly incorporating designs from an artist. It is recommended that the Poetry Parking Lot design and signage recommendations, including those prepared by the consultant but not included in the 2014 Arts Campus Plan, be implemented. Artistically designed bike racks could be another amenity here, as well as throughout the downtown.



Figure 12: Public art can take many forms. Sculptors exhibit at no charge on pedestals provided in Sheridan, WY; mosaic murals grace the bike path in Wakefield, RI; a frog perches on a spool at the end of a bridge in Willimantic, CT; and blank windows are filled in with whimsically painted panels in Knaresborough England. <http://knaresborough.co.uk/knaresborough-town-windows/>

Another idea is to augment the ACP by following the lead of Sheridan, Wyoming and many other cities throughout the country that have institutionalized outdoor sculpture displays in their downtowns and parks. These cities invite local and outside artists to submit proposals for mounting their sculptures on concrete pedestals installed by the city along sidewalks and in parks for a twelve-month period. Artists pay nothing for this privilege, but agree to share with the city 25 percent of the money they receive from any sale occurring during that period (half the usual gallery rate). The cities then use accumulated proceeds to purchase sculptures for permanent display. Lanesboro could also locate such artwork along the existing bike trail or along possible new pedestrian trails, as does South Kingstown RI, which usually adds a new piece of public art to the South County Bike Trail every year (with financial assistance from the RI United Way). Such sculptures could grace the Art & Poetry Loop depicted in the ACP – which might be expanded to include a new trail around the Bass Pond, as suggested by another recent participant. In Holland, MI a sidewalk bump-out at a downtown intersection is the site of a large outdoor fireplace and brick seating area, designed artistically in a broadly Arts & Crafts manner. Donated to the city by the corner-building owner, this “gift that keeps on giving” creates a people magnet for locals and visitors alike (Figure 14). The city’s role is to maintain it and to provide the gas on cool evenings in late spring and early fall.

PUBLIC DISCUSSIONS FOR THE 2016 CONCEPT PLAN

As of mid-April, well over 200 different individuals attended more than two dozen public meetings conducted by the city to provide multiple opportunities for every resident and business or property owner to express their thoughts and concerns, share their hopes and aspirations, and submit their ideas and suggestions on how the city could hold on to what makes it special and improve various aspects of the local living experience.

Themes from the initial input included:

- Job security and development
- Housing concerns (affordable, for purchase and rent, young and seniors)
- Zoning update
- City Walkability (upgrading sidewalks and installing dedicated walking trails)
- Citywide fiber-optic provision
- Brush dump relocation
- Relocating city sheds (area could be attractive for green areas, residential, retail, mixed use)
- Location of fire and ambulance facilities, problematic location especially during high tourist season.

- Arts Campus implementation plus “pedestal sculptures” and wall and window murals
- Bass Pond improvements
- Dam Replacement and park upgrades
- Tree replacements/removal for better views of Lanesboro from Rt. 8 and in the levee area for maintenance concerns (tall trees there could blow down and rootball upheaval could damage the levee)

Jobs

A multi-year, multi-pronged approach is needed to boost employment opportunities. Perhaps the easiest first step, yielding the quickest results, would be to work with the providers of the commuter bus service to Rochester to expand the number of seats available to city residents. This would allow more people to live locally and work in well-paying positions, while greatly easing their commute. If a park ‘n’ ride lot might be needed eventually, potential sites should be identified before long.

Creating local jobs is another important priority item. Opportunities to take advantage of local resources, such as those provided by the regional agricultural industry, might enable new and sustainable firms to be created, such as harvesting manure and bio-mass from farmers and converting it to compost. The fact that at least one farm in the county imports its compost from Vermont underscores the need for such a product. Local firms making products that will always be in demand is a wise approach. The fiber-optics industry begun in tiny rural Pomfret CT in 1977 is a good example, as it now employs 140 people (see Figure 13).

Another idea is to approach and work proactively with the team planning the new Destination Medical Center (DMC) in Rochester, to explore ways that Lanesboro could help it meet its needs, such as by providing a site for a recuperative facility, or sites for branch operations of firms manufacturing products needed in quantity by the DMC, such as medical devices or instruments. Installation of citywide fiber optics would assist local businesses and encourage new local business development, while also enabling more telecommuting.

To encourage such light industry, the city should consider partnering with the owners of property where a small industrial park could be established. Level to gently rolling terrain is preferred, as well as easy highway access and the ability to be served by public water. (Wastewater could be handled by new septic systems on each lot.) This industrial park could also provide space where existing industries could expand in, as they outgrow their current facilities, such as in the NW corner of the Flats, where opportunities exist to convert this semi-industrial land to higher and better uses. One site (very tentatively identified) lies near the intersection of Routes 16 and 21, at the end of an access road leading past a small rock quarry.

Expanding the local hospitality and outdoor recreation industries offers another way to increase jobs, albeit seasonal ones. The city would be well advised to not put too many eggs in this single basket.

Lastly, the medium to long-term benefits (economic and environmental) of installing solar panels should be examined, particularly while state subsidies remain available. Opportunities exist on the roofs of many existing buildings (residential, commercial, municipal, and institutional). In addition, farmers and other rural landowners might consider “solar farming” on less-productive parts of their properties. Some of the larger solar developers offer farmers \$6,000 per acre per year for permission to locate their photovoltaic solar fields on former cropland, orchards, or pasture (while also performing all installation and maintenance tasks). This represents a far higher revenue stream, per acre, than raising crops or livestock. In Harvard, MA, Carlson Orchards has installed a large 220kW ground-mount photovoltaic (PV) system on sloping ground (with 1,050 solar panels, installed at a 30-degree pitch). This array reduces the orchard’s

annual energy bill of \$80,000 by three-quarters for generating electricity to power refrigeration units that preserve apples. Local implementation of these systems can be seen throughout adjacent counties. Work on these sites is described at <http://www.solarconnectioninc.com/> and <http://minnsolar.com/>.



Figure 13: A long metal building designed to fit into the rural landscape forms the front elevation of a large flat-roofed fiber optic plant in Pomfret, CT (left); fast-growing native white pines visually screen a very plain industrial building along the main highway corridor gateway entrance to Sanford, ME (center); a prefabricated metal building located on the gateway to Endicott, NY (right). The county Industrial Development Corporation worked with Harley-Davidson to upgrade the design of this facility.

Recreation

Second only to job creation, expanding local recreation opportunities was the highest-rated need identified by residents participating in the current planning process. High speed Internet is needed to visitors to Lanesboro to help them combine their vacations with being able to do some work while in Lanesboro.

Priority items include creating new trails and footpaths, primarily for local residents, along the river, as shown on the schematic maps contained in this plan. Among the possible trail locations is the levee paralleling Parkway Avenue. This could remain as mown grass unless usage increases to the point where a wood-chip surface would be desirable; signage and transitions would be needed to make this a trail. Because the tall trees growing on the river side of the levee could seriously damage and weaken it if gale winds cause them to topple, upending large root balls, it is recommended that the city work with DNR to cut them several feet above the ground, and to maintain them as short living trees indefinitely, where they would continue to hold the earth structure without endangering it if they were to fall over. This is particularly important because levee construction details are unknown, making it difficult for the Army Corps of Engineers to certify its structural stability.



Figure 14: Benches, litterbins, and disposal bags for dog waste, such as exist along the Whitewater River Trail could be located along new footpaths in Lanesboro (photos by Kelly Kirkpatrick).

This trail, and the DNR bike path, offers potential locations for exhibiting public art (discussed in the Downtown section). Bike racks should be installed in several locations, such as where the bike path crosses Coffee Street and Parkway Avenue, and artistic designs for them might be considered. Rebuilding the “bunny trail” rising from Sylvan Park to Church Hill, originally constructed by the Civilian Conservation Corps during the 1930s (illustrated in Appendix H, page 64), and expanding the trail system in Sylvan Park is another need identified by residents; construction has begun and should be continued.

The Bass Pond remains a popular but not fully utilized resource, and several suggestions for further improving the Poetry Parking Lot are mentioned in the section on the Arts Campus Plan above. Regarding the pond itself and its shoreline, one idea is to expand the public use area at the southern end by selectively filling in the shallow sections where fishing is not very productive. An irregular shoreline could be created there, adding interest and habitat. The pond’s entire perimeter could be planted with trees tolerant of both wet and dry conditions such as red maple or sycamore, to create a shady walking path. To discourage geese, the city should consider planting the land between a new shady trail and the waterline with tall grass and native wildflowers with mowing occurring only in late fall. Dredging the bass pond should, also, be considered to improve the fish habitat.

Two other ideas include installing a handicapped fishing access near Gateway Park (the area where the performance area will potentially go) and installing historically themed lighting along the path linking the Walking Bridge and the Gateway Park to the Poetry Parking Lot/Bass Pond area.

The existing brush dump location could be utilized for any number of recreational uses, from a passive nature park to an active campground providing extra city revenue. It has been suggested that an old quarry with easy highway access east of town could accommodate the brush dump. Another option identified for the old quarry was a performance venue.

Enlarging the softball field to be regulation size and maximizing paved parking in this area would enhance the softball park. Another idea would be to relocate the ball field from its current location to school land near the football field, creating a synergy making it more possible to install related facilities there, such as food concession stands (such facilities would need to comply with FEMA regulations if they are located within the official floodplain). Space permitting, a skating pond and warming hut might possibly be located on the school property. The land now occupied by the ball field could be used instead for a nature play scape, additional parking or a festival venue (see pages 33-34 of Appendix A).

Improving river access at the Highway 250 bridge where trails both north and south of the river would come together, and adding a park with amenities (picnic & restrooms) would be a great addition and used by many.

Sidewalk improvement was a request by many residents. Two Lanesboro residents provided documents suggesting areas of improvement (see Appendix B, page 42).

Lanesboro Dam

The physical condition of Lanesboro’s curving limestone dam, originally constructed in the 1860s to divert water at a higher elevation into a channel powering the city’s early flour mills and, later, a hydroelectric facility, has deteriorated to the point where the entire structure requires replacement. Classified as a “high hazard structure” by MN DNR, “the dam’s overall stability is not sufficient from gravity alone, and excessive corrosion has eliminated the reliability of the dam’s steel cramps to hold the blocks together

safely”, according to a city document summarizing the report of its consulting engineers. Retaining the Lanesboro dam is critical to the beauty and the draw for both residents and tourists to Lanesboro.

The small park containing a public viewing walkway for the dam encompasses approximately one acre of open grass-covered land, with several picnic tables and virtually no shade trees, whose noticeable absence could become the focus of another aspect of the community’s efforts to make this park more attractive and enjoyable to use, by both visitors and residents alike.

Unfortunately, the replacement cost has been more than doubled by a decision of the State Historic Preservation Office (SHPO) that limestone blocks must be used to replicate the original structure (rather than replacing it with a modern concrete dam built in the same shape and size). If state monies do not cover this cost escalation, the dam might remain unrepaired indefinitely until a compromise is reached. Some residents with strong environmental beliefs have suggested that the dam be removed so that the river may run naturally once again, cascading over rocky rapids, as was the case before mill owners created the dam during the last century. However, in addition to providing some flood control protection, the dam powers the hydroelectric generation plant and feeds the bass pond, besides creating a scenic feature much loved by many residents and visitors.

Housing

The subject of expanding local housing opportunities is discussed in the section of this plan dealing with the 1989 Zoning Ordinance (above, page 11), where neo-Victorian cottages, duplexes, multi-family residences, and accessory dwelling units are described and illustrated.

Downtown

Possibly the highest-priority item downtown is to find better uses for the three currently vacant lots along The Parkway. (However, as finding solutions might require more years of effort, other projects where positive results can be shown quickly might take priority). The landowners’ situation is complicated by the hard economic fact that he pays taxes, insurance, and maintenance on a year-round basis, while he typically receives commercial rental income on a six month basis. Adding a second or even a third floor to new buildings, yielding 12-months of rental revenue, could help improve the financial situation. The experience of mixed-use developers reported in *Rural by Design* (p. 467) supports this approach. Promoting upper-story construction, particularly residential, is key. In Holland, MI, with very few exceptions, all of the upper stories along its main street are occupied and nearly half of that floorspace is residential, ensuring that downtown streets do not become deserted after shops close (*ibid.* p. 132), in addition to supplementing the income of the building owner.

Regarding filling in the streetscape with buildings similar to those that had originally existed there (a goal shared by most residents), one variation would be to encourage at least one new building to be set back 15 feet from the sidewalk to create an attractively landscaped “alcove park” in front of it (see Figure 11). If this were to occur, for example where the diner now sits, that popular eatery might be relocated to a riverside lot, such as the one now occupied by the fire station, at the end of the iron pedestrian bridge. Such an approach might also work in front of the 1929 Telephone building as well. One plan for the group of vacant lots on the eastern side of The Parkway included a mini-park with shade trees and benches, where pedestrians could walk to and from the bike trail - such a pedestrian link was provided by the City of Qualicum Beach BC (Figure 18).

However, financing such infill projects is challenging, according to comments offered at recent public meetings by a downtown landowner, who explained that the seasonal six-month tourist economy for ground-floor premises made profitability difficult for new buildings, whose taxes and maintenance are

year-round obligations. Until such time as new construction can commence, the city might want to partner with downtown landowners to help improve the appearance of vacant lots, which create a negative image. Temporary improvements, such as covering the bare land with attractive river gravel, and installing tables, benches and umbrellas, might be one beneficial stop-gap measure.

The small rural city of Lewisburg, WV created a public park on the site of a prominent corner lot where a century-old building had burned down, in a multi-year project involving municipal leadership and two rounds of funding from regional foundations. As shown in Figure 18, it features grass, shade trees, benches, public art, and a pop-up fountain. The city undertook this effort after the property had lain vacant for a number of years, by which time many people doubted it would be rebuilt within the foreseeable future, due to low demand for (necessarily costly) new floorspace.

The “Blue Hotel” poses a different kind of challenge, where rehabilitation by a new private owner would be difficult due to the inability of banks to underwrite loans on a property with such a degree of “deferred maintenance”. Perhaps the most promising approach would be for a group of local private investors to extend a loan for the rehabilitation of this historic property (the sole surviving hotel from the city’s 19th century heyday), perhaps with a condition that part of the upper floor space be designated for artist studios and accommodation.

Arguably the most key single parcel downtown is the highly visible corner lot now occupied by the former filling station. With cracked foundations at one rear corner, this building and site could be “ripe” for total redevelopment. One idea would be to construct an attractive two-or three-story building with a corner alcove as pictured in Figure 11, creating an informal sitting area while also improving site visibility for drivers of turning vehicles. With its river views, new upper floors could become a popular restaurant (a similar one-story building two lots to the south was expanded vertically for just this purpose several decades ago by the same property owner).

Besides adding several informal sitting areas in new alcoves, the larger amenity need - and opportunity - lies in making better use of the “public realm” consisting of the downtown sidewalk system. Many communities (including nearby Chatfield and Spring Grove) have planted shade trees, and other towns with significant tourism have installed benches and public art to enliven the streetscape and make it a more enjoyable place to spend time in, for both visitors and residents alike (see Figure 15). Standards for shade tree planting are found in Appendix G (page 63). Generally they should be no less than 1.5” in diameter at chest height, with the lowest limbs seven feet above the pavement, and spaced at 30-40 foot intervals. Female Ginkgo trees are to be avoided.

The “bump-out” proposal by MNDOT for the intersection where the bike path crosses the Parkway is another idea worth exploring for use at other downtown street corners as well. Besides improving pedestrian safety by shortening the crossing distance between curbs, these landscape features (Figure 17) provide additional planting and sitting opportunities. In Holland, MI, the owner of a building at one downtown corner created an attractive gas fireplace with much seating, donating it to the city, which agreed to maintain it (Figure 15).

Sidewalks along Parkway Avenue, with its 53-foot curb-to-curb distance could potentially be expanded by two or three feet on each side of the street with permission (and hopefully financial support) from MNDOT. This additional space, if possible to create, would further improve the walkability of the sidewalks for pedestrians without inconveniencing drivers. Whether or not downtown sidewalks are widened, providing extra room for shade trees, benches, and public art pedestals, there is a need to repair some of the cracked concrete pavements; one design idea is to install limited brickwork along the curbs, around tree wells, and wherever benches are installed.



Figure 15: Downtown benches can be provided either on temporarily widened sidewalks (wooden “parklet” platforms, left); or be permanently installed among shade trees (center). Masonry benches surround an outdoor gas fireplace donated by a nearby building owner and act as a “people magnet” benefitting all nearby businesses.

One way of approaching the idea of widening sidewalks is to install temporary wooden platforms with benches (“parklets”) such as were introduced in Nevada City, CA several years ago (Figure 15). Originally planned as a “pilot” or experiment”, each of these structures occupies one parking space, and were installed in front of businesses whose owners welcomed them as a way of increasing sales.

City officials should proactively engage the Chamber of Commerce and other local business groups as potentially very strong supporters of various downtown improvements. Creating further TIF (tax increment financing) districts should also be a priority item to spur local reinvestment.

At the edge of downtown, diagonally behind the Commonwealth Theatre, are two parcels of land that could be utilized for various forms of housing, such as a row of neo-Victorian cottages (Figure 1) or multi-family residences built above underground parking accessed from Beacon Street. If combined with an adjacent lot (under separate ownership), the possibilities become larger.



Figure 16: Downtown shade tree installation begins with marking and excavating tree pits (left), filling them with special structural soil known to most arborists (center left), installing vertical irrigation pipes (center right); and sometimes widening sidewalks where street width can be narrowed by several feet (right).



Figure 17: Shade trees, wide planting strips, and park benches grace Rockland, ME's main street (left); a sidewalk "bump-out" under construction in St. Paul, MN (center); and landscaped bump-out in Ames, IA (right). In Lanesboro, this would also be a good location for a public art display, such as a sculpture mounted on a concrete pedestal (see Fig. 12).



Figure 18: Small pocket park created on unused land at a wide street intersection in Auburn, CA (left); downtown park created by the city of Lewisburg, WV on a vacant lot after a building fire (center); narrow city park with pedestrian link connecting two streets in Qualicum Beach, BC (right, also see Fig. 9).

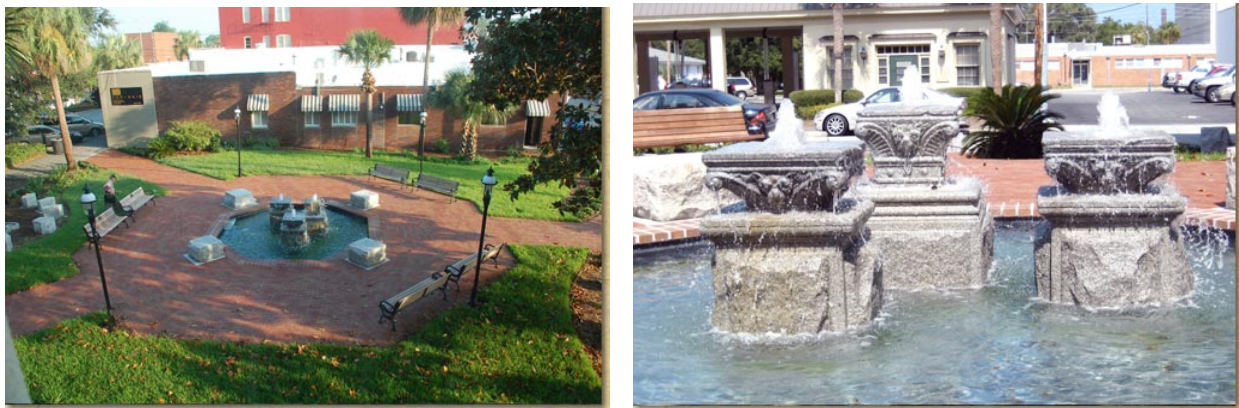




Figure 19: These four photos from Brunswick, GA illustrate the kind of very positive results that can be achieved through civic initiative on underutilized or vacant urban land. Although Brunswick was originally platted with 20 minor and major squares (by James Oglethorpe, whose similar plan for Savannah is better-known), the city's early prosperity had begun to wane by the early 1900s, and throughout most of the last century its economy has been less than robust. The two "squares" illustrated above (Machen and Jekyll) are essentially mid-block spaces, 90 feet wide, located between downtown commercial buildings along the city's principal street. These squares had languished for many decades before a small nonprofit called Signature Squares was formed in 2004 to rehabilitate them, and several larger more formal squares. The fountain features stone carvings rescued from a nearby building that had been demolished. To quote from its website, "The funding for revitalization projects has been supplied by the generous contributions from citizens, local businesses and foundations; grants, partnerships and in-kind services. Volunteers from all over the county show up for workdays, to plant flowers and other plant material." The project began by asking the question "What if...?" (Photos courtesy of Signature Squares, Brunswick, GA)

Northwestern Flats ("Riverside Commons")

Undoubtedly the downtown's greatest opportunity for expansion lies in the area occupying the northwestern corner of "The Flats". This area between the fire station and Smokey's Barbecue could be renamed "Riverside Commons". The two hand-drawn maps prepared for this plan show the latest (2011) official (FEMA) floodplain boundaries - floodway, floodway fringe, and 500-foot floodplain. These should be reviewed together with required safety standards for new construction outside the "floodway" (where high-velocity floodwater makes construction impossible). A logical next step would be to designate the alignment of a public greenway trail skirting the edge of the potentially buildable area. The primary opportunity area within this district is the land occupied by municipal sheds, the ambulance garage, and the fire station – all better situated on land near the highway, but not within the heavily congested downtown center. A suggested area may be on school land near the bus garage. A secondary opportunity area is the approximately five-acre group of parcels reputedly owned by a single individual and partly occupied by the barbecue restaurant. Rounding this out are three smaller parcels fronting onto the northern end of Parkway Avenue.

Redevelopment opportunities abound, and some uses suggested in recent public meetings include residential units (either rental or owner occupied) above shops or restaurants, and/or above ground-level parking in the floodplain.

Another group of parcels under single ownership is occupied by the box manufacturing company, which at some future point in time might outgrow its present premises and welcome the opportunity to move to another site in Lanesboro with easier vehicular access and room for expansion. City officials and the EDA should maintain close contact with company officials to offer assistance in such circumstances if and when they arise.

On floodprone parcels where elevated construction is advisable (or required), and which are too small to accommodate enough ground-level parking for uses located in multi-story buildings, single-story construction might be a good option. One design idea is illustrated in Figure 20, where a series of attractive wooden cottages situated on raised platforms are connected by elevated walkways. Handicap access could be provided by ramps when floodplain regulations do not require them to be more than three or four feet above grade. Such cottages could be either commercial (as shown here) or residential. When sufficient land is available for parking, they could be two-story structures.



Figure 20: These small commercial cottages on St. Simon's Island, GA, elevated above the downtown floodplain and connected via a raised walkway, illustrate a design idea that might be applicable for either shops or residences on the Flats.

Eastern Flats

At the eastern end of The Flats are the livestock sales barn and the sewage treatment plant, both of which might be nearing the point where relocation could occur. As much of the history and rural character of Lanesboro is closely associated with the cattle operation, this important facility should be encouraged to remain in town, a process with which city officials might be able to assist in helping the firm to find a relatively flat site with convenient highway access, if the owners are so inclined. Similarly, a larger site, farther away from residential neighborhoods, should be considered for a new wastewater treatment facility. Continued effluent discharge into the river might not be necessary if the city were to utilize different, time-tested technology known as wastewater reclamation and reuse, involving a series of aerobic lagoons and dispersal into the ground (or into a newly constructed wetland area) where soil conditions are favorable (see Figure 21). This approach is used widely to irrigate golf courses but has also been used in prairie restoration projects (see chapter 16 of *Rural by Design*, in the Lanesboro Library). Although finding sites that are geologically suitable for this kind of infiltration and recharge system can be challenging in areas with karst formations, they have performed very well in several conservation subdivisions located in limestone areas here in Minnesota (see Figure 21 and case studies in Appendix J, page 86).



Figure 21: Constructed wetlands at Jackson Meadow conservation subdivision in Marine-on-St. Croix, MN (left); aerated lagoon (center) and spray field with pivot irrigator (right) at the Fields of Long Grove conservation subdivision, Long Grove, IL.



Figure 22: Four Minnesota rain gardens, from left – municipal retrofit in Burnsville, HB Fuller Co. parking lot in St. Paul, BankWest in Hanover, and the Fields of St. Croix conservation subdivision in Lake Elmo. As the effects of climate change become more evident, it will become increasingly advisable for communities to recharge their aquifers with filtered stormwater, rather than letting it slip out of the area down the river.

NEXT STEPS

This Concept Plan is intended to be a “living document”, meaning that its contents and recommendations should be periodically reviewed and updated by local officials, including the City Council, Planning Commission, and EDA, along with input from residents. This recommendation is similar to the one at the bottom of page 19 of the 1998 Comprehensive Plan, which advised that the Planning Commission and city staff review that document’s “action steps” every year, determine the progress made during the previous twelve months, and re-establish priorities if needed. And, that every five years the Planning Commission and city staff should convene a public meeting “to revisit the plan and gather input regarding the need to establish new goals and action steps”.

Such courses of action are important because plans can easily become outdated over time, and because they do not implement themselves. Concerted and sustained action is required; otherwise even the best of plans are easily overlooked and can gradually become forgotten.

Appendix A - Areas of Opportunity (Compendium of Public Meeting Comments)

This appendix captures the ideas suggested by community residents during the spring of 2016 at more than 25 meetings held to gather citizen input as part of the public participation process of this Concept Plan. This list, which is intended to be as complete as possible, is an integral part of the Plan, and should be frequently referred to in coming months and years as the community steadily implements its vision for the future.

Agriculture

- Incorporate historic Sales Commission into the economy
- Promote the strong agricultural influence through art
- Reroute cattle traffic
- Relocate Cattle Barn
- Nothing should negatively affect the agriculture in the town
- Add agriculture to the municipal web page
- Create a brochure that is dedicated to the agriculture in the community
- Hold Farm breakfasts
- Hold Christmas Farm dances
- Create a tourism farm
- Tourism in the summer and cattle trucks don't mix
- Minimize noise from beeping sound when truck is shifted into reverse
- Affirm the curves are safe for trucks to navigate on Highway 16
- Mandate 'NO air assisted braking' within 1 mile of the city limits
- Reduce traffic from cattle trucks
- Increase safety when cattle trucks are present
- Add a processing plant to the town
- Add value to the food crops we grow locally by processing
- Utilize municipal kitchen
- Grow hazelnuts on local crop land (see MPR.org)
- Start an incubator food business like <http://laquercia.us>

Arts Campus

- Implement Arts Campus initiatives – all of them
- Consider closing streets for festivals (See Golden, CO)
- Initiate Arts Campus activities in footbridge area first
- Amphitheater YES!!!
- Incorporate agriculture into the sculptures
- Host a steak sandwich night
- Host a Night on the Farm – last year it drew 500 people
- Add sculpture pedestals and installations like Sheridan WY, Sioux Falls SD - <http://sculpturewalksiouxfalls.com/>
- Create artist space as in Loveland, CO or many places in the cities - grants to build and a match are made to invite artists to join the community - <http://www.artspace.org/>
- Create a sculpture garden along the river like Benson Sculpture Garden in Loveland, CO - <http://www.sculptureinthepark.org/garden>)
- Host an outdoor weekly concert series with live music
- Source aesthetically pleasing trash cans to place around town
- Build a foundry
- Create a clay studio (see Archie Bray Clay - Helena MT - <http://archiebray.org/>)
- Link the farmers Market to the arts or the theater community – it will make it more fun

Bass Pond

- Incorporate sketch ideas from Appendix B (p. 40) into this area
- Add walking trail that encircles pond
- Add interpretive trail for nature along ponds edge
- Dredge south end of pond, or fill in
- Add trees (particularly to obscure power plant view from pond)
- Address grade at NE corner for accessibility of path

Promote use of concrete pad for bathrooms, visitor center
 Add benches on path that goes around pond -
https://www.theparkcatalog.com/?gclid=CJ0KEQjw5ti3BRD89aDFnb3SxPcBEiQAssnp0npR8yCBKWc403AQ84MLP9ID6kyNVH_bK1W9BkX9dPYaAkuy8P8H
[AQ](#)
 Access state funds to put amenities on the walking path (benches, dog poo bags, interpretive signs, etc.)
 Add a beach to the east side of pond
 Offer paddle boat rentals at pond
 Build another fishing dock
 Make path handicapped accessible
 Stop mowing around pond to increase / preserve water quality
 Add signage that teaches about geese, and frog life cycles
 Reduce pond size
 Put houses on the south side of pond
 Add ski trails and an ice rink in winter
 Add trash cans and dog poo clean up bags
 Move Visitors Center here
 Shoot the geese
 Add picnic tables to this area to make it an outdoor recreation spot
 Add a bath house for changing from clothes to swimsuits
 Tidy up the power plant
 Make a hockey rink
 Establish a curling club
 Shovel a big lap trail on the pond for ice skating

Bicycles

Paint intersections designating bikeways (Coffee and Kenilworth)
 Change crossing at Elmwood and Parkway (MNDOT compliance)
 Add a bike trail to Eagle bluff
 Add a hiking trail to Eagle bluff where overnight tent camping is allowed
 Add biking trails for fat tire bikes on west bluff and east of Brooklyn

Brooklyn

Add benches to boulevards so that you can rest while on self-guided architectural walking tour
 Repair sidewalks – they are not currently handicapped accessible wheelchairs use the street

Brush Dump / Ball Field

Move to a location that will not cause unhealthy air quality
 Stop burning – mulch or shred debris instead offering to the public for free or low cost
 Move to the old quarry NE of the 250 bridge
 Create a festival area in this space
 Create a nature park, destination waterpark or play scape with DNR in this space
 Keep the necessary service of the brush dump, but relocate
 Resurface this area for additional parking - it is a “gateway” walking entrance
 Promote the Arts Campus objectives for this location
 Create a compost site instead - MnGreencorp host site for community composting project -
<http://serveminnesota.org/programs/minnesota-greencorps/>
 Add restrooms to this area
 Build an outdoor roller rink
 Fix the bleachers
 Chip wood, don't burn it
 Establish a community wide yard waste collection as in Livingston, MT and promote to other communities -
http://www.livingstonmontana.org/living/yard_waste_collection.html
 Stop burning the brush - do something more sustainable - <http://vermontcompost.com/>
 Add kiddie sized play equipment
 Offer “Pop-Up” café's in this location during Buffalo Bill Days or during games
 Serve beer in this location
 Keep brush dump open 24/7
 Groom and level the ball field playing surface
 Enlarge ball field to regulation size

City / Maintenance Buildings

- Move city buildings (Fire Hall, Ambulance Garage, Salt Shed) to a more efficient location such as near school bus garage
- Move and replace with a large outdoor pavilion
- Move and replace with a dog park
- Move and replace with a library that has big windows to enjoy the view of bluff across the river
- Move the farmers market to this area
- Move the fire hall and create a rivers edge green space
- Replace these buildings with multi-use residential / retail space
- Use Parks & Trails Legacy Funds for demolishing of city buildings
- Currently using ambulance and fire truck from existing locations is inefficient in summer due to congestion of pedestrians
- Enlarge fire hall and ambulance shed to accommodate vehicles more effectively

Dam

- Add footbridge across top of dam
- Replace camping spots lost to dam improvements
- Establish National trout Center – locate in roundabout area
- Confirm ownership of roundabout area, establish regular maintenance
- Develop roundabout area as a public green space
- Prune (coppice) trees on levee
- Remove unsightly chain link fence that is west of dam, use boulders instead
- Add outdoor lighting on the dam – highlight its significance
- MNDOT community roadside landscape partnership program; design assistance available: Jeff Vlaminick, District 6 engineer, 2900 48th St. NW, Rochester, MN 55901 - <http://www.dot.state.mn.us/roadsides/partners/>
- Establish picnic area overlooking the dam
- Move the lost campground spaces to behind the Green Gables Inn
- Create a scenic overlook for the dam
- Add lighting to the dam to enhance the visual at night
- Enhance swimming / fishing dock at dam
- Enhance and groom the area around the dam – it is a gateway to downtown
- Build a proper sidewalk from the dam to downtown
- Move campground to the dam / roundabout area
- Utilize dam for all electrical generation

Economy

- Move from six-month to a 12-month economy
- Create jobs
- Adding a retirement facility will add jobs (pharmacy, volunteers, clinic)
- Address perennial problem of six-month business / resident turnover
- Connect the residential and business economy
- Promote renewable energy
- Add technology (Internet / fiber optic capabilities)
- Add grocery / hardware store (these could be combined into a historic mercantile)
- Add commercial / industrial / manufacturing / technology business
- Add trolley rides / carriage rides for tourists from parking lots to downtown or Sylvan Park
- Incentivize economic maintenance, not just change
- Bring in a business that supports 50-80 employees
- Seek financial advice / advancements from ACE
- Incentivize incubator businesses out of homes
- Seek out investors to help develop economy through more B&B's
- Expand tax base
- Establish 10% population growth goal
- Expand tax rules - property taxes are currently how city upgrades are paid for
- Repeal business tax to get more businesses to invest in the community
- Promote "Pop-Up Cafés" outside of downtown during the tourist season
- Promote economy to inspire 20-30 year olds to move here
- Utilize the Commercial Community Land Trust (modeled after the affordable housing trust) - <https://ilsr.org/rule/community-ownership-commercial-spaces/commercial-community-land-trust/>

- Raise the pay rate for employees – they won't move here if they cannot afford to live here
- Building "up" offers a higher tax base for the same square foot area
- Lengthen tourist season past Labor Day
- Hold weekly events – businesses rotate through weekends with B&B's hosting guests to all events
- Create a co-working / incubator space for entrepreneurs to share – the building supplies internet, copy machine, bathrooms, phone jacks, etc., in exchange for small room square foot rental space
- Limit non-profit growth
- Improve quantity of 'Trade' jobs offered to support a 12-month economy
- Add white collar positions when remote access becomes available
- Create jobs that need no outsourcing
- Add metered parking
- Add ATM machine outside of downtown area – people bank in fountain as Merchant's bank is inaccessible in summer due to lack of parking
- Establish an Industrial Park location and promote it
- Utilize local tradesman for remodeling and construction purposes
- Bring in Biotech, manufacturing, data processing, etc.
- Create more outdoor recreation activities for the community
- Recreate the 1910 setting with a true service industry
- Extend season into the holidays
- Establish a social media /tech system to search for rentals and jobs
- Address the job situation – for the well educated
- Create jobs that will keep family here
- Create senior / veterans housing that will contribute to the economy
- Decrease rental costs – there are no reasonable rentals
- Stop the four times a week newspapers – put them online to save paper
- High Court Pub is such a nice addition to town – we need more places like it
- Repair buildings that are rundown – they compromise the look and thus the tourism potential
- Purchase locally – don't go to Target and Wal-Mart for gifts and necessities
- Establish a purchasing Co-op for staples between community members
- Improve online reservations and take Credit Cards at the B&B's
- Start the work – stop paying for more 'plans'
- Create a geriatric community based on rejuvenation and recuperation via Mayo Clinic
- Create a sticker system to honor local shoppers that other consumers can see – peer pressure promotes local shopping

Elmwood

- Promote historic multi-family housing to infill space
- Rezone for narrower lots (25-30')
- Create mini townhouses with parking below
- Create a neighborhood for tiny homes (possibly parcel 190398090 -- estimated land value \$39,500)

Elmwood and Parkway Intersection Area (Downtown)

- Relocate Outfitters
- Rebuild filling station into multi-story mixed use
- Add green space to this corner
- Eliminate the SW corner to ease traffic (DOT), add triangular median
- Build a dormitory to house seasonal employees that earn low wages
- Eliminate river access from the "Outfitters" most people put in at the dam
- Maintain the green space just south of the museum by the bridge, keep it looking as if it was an intentional garden
- Restore the Blue Hotel
- Create density downtown to support a more vibrant economy
- Replace gas station (outfitters) with a Brew Pub and river view deck
- Relocate Spud Boy to east end of footbridge
- Eliminate empty store fronts
- Plant trees along Parkway
- Add metered parking
- Add more restaurants for late night food
- Cut out squares of concrete and add trees
- Address the disrepair of the junk shop
- Address the disrepair of the wooden building next to the old hardware store

Confirm the safety of the downtown buildings – some might be condemned

Fire Lots

Create mixed-use retail / residential space
Reuse this space for mixed-use, not green space
Keep the phone booth – add green space here
Mixed-use below, condos above
Build something – if not possible immediately, create a green space (see Stockholm, WI)
Create a conference center here it is a scar that has been here for 15 years

Footbridge

Currently holds potable water access to baseball field
Initiate Arts Campus activities / sculptures in this area
Add a walkway (concrete or painted) at the end of footbridge to Parkway Avenue

Gateways

Increase beauty upon entering city
Add signage (See Arts Campus)
Paint a mural on the auto repair building - <http://www.deepwallspainting.com/rochester-downtown-farmers-market>
Place parking in back of Auto repair (affirm DOT parking restrictions here)
Add windows in place of garage doors / add landscaping plants to improve “storefront” visual for auto repair
Add signage to direct tourist route to downtown
Add crosswalk paint / pedestrian flags / blinking lights for crossing road
Add sidewalks at southern gateway – getting to downtown on foot is difficult
Add signage directing you downtown
Clear understory (buckthorn eradication) from county 8 view descending hill
Develop area south of Highway 16
Utilize Pilot Mound, MN artist to host a community sign making event to add signs like other Lanesboro signs

General Comments

Repair streets and sidewalks
Taxpayers need to know their expected commitment
Call Senators and Representatives
Separate Cars from bikes – add sidewalks
The whole community should critique this process at the end
Utilize Dynamite storage for community root cellar (west of ‘Y’ from County 8 onto Ox Trail Road)
MNDOT community roadside landscape partnership program; design assistance available: Jeff Vlaminick, District 6 engineer, 2900 48th St. NW, Rochester, MN 55901 (see link above)
Create focus groups to tackle specific area
Focus on the locals – if their day-to-day lives are happy, tourists will follow
Place local strong leaders (even though they may be controversial) to guide focus groups
Use the 20/20 plan – it was good, but tell us how to get there
Move Highway 250 to link up with Highway 16 on the east side of town – it should not go through town
Seek to have Historic National Register plaques on homes and buildings
Create a Lanesboro Facebook page
List community events on the Lanesboro TV channel
Promote the Amish community they can be an asset especially with tourism
Add hiking trail with stairs on west bluff
Protect the bluffs and other natural areas from development – save a natural areas only
Fence off paper streets to create meadows - limit deer grazing
Build a giant Ferris Wheel
Build a Zip line
Minimize light pollution by attaching defectors or shields to downtown street lights to aim light downward
How do we help the elderly
Preserve the quiet of the community – it is a rare and wonderful thing
Reduce the city deer population
Create ‘Task Forces’ to keep momentum going on certain areas of the plan

Golf Course

- Keep golf course accessible for skiers in the wintertime
- Install a mini golf course

Highway 250 Bridge

- Create a tubing, kayak, canoeing access point.
- Create a public parking area for recreational access
- Install trash cans and employ people to maintain
- Utilize old quarry (Ashburn and Bluffview) for public events – it has walkable access
- Build retirement facility in this location as there is access to the trail to walk
- Add a trail under the bridge
- Add rubbish cans and dog poo posts with bags for waste
- Add amenities like most cities have

Hiking

- Build more hiking trails on all the bluffs surrounding the city
- Create a trail system on the east side of town within city limits utilizing the gulch and woods

Housing

- Build senior housing to open up homes for young families
- Create affordable housing (for all: seniors, disabled, mature adults, young families, singles)
- Add historical looking multi-unit housing
- Create pocket neighborhoods with new housing
- Add HOA-type housing to bring community members (see Rushford, MN example)
- Build assisted living (see Harmony, MN example)
- Build luxury condominiums behind the “Green Gables Inn” with access to dedicated walking trail
- Change zoning to allow “Air B&B’s” by rezoning - it mimics the economic helps that happened during the 1930’s
- Convert single family homes to two-family homes
- Utilize ranch lots for retirement community (close to activities and on busy street)
- Ensure commercial business does not encroach on residential areas
- Utilize tasteful design that meets historic aesthetics when building new homes
- Create walkable neighborhoods accessible to all
- Create a neighborhood for tiny homes (possibly parcel 190398090 estimated land value \$39,500.00)
- Create small house communities for millennials
- Inventory houses and lots, documenting lots with available building space
- Build apartments, houses, condos, townhomes – they are needed to expand tax base
- Limit housing in rural areas – it should not encroach on agriculture
- Promote first-time rentals and home buyers
- Build a hospice home. Terminal, transplant? Both. Lanesboro is nice for this
- Utilize empty houses for transition houses – Teen Challenge or Group Homes
- Upgrade Sylvan Manor to apartments for singles and replace lost senior / disabled / handicapped facilities with dedicated buildings that are fully accessible
- Add an elevator to Sylvan Manor to improve accessibility
- Increase rentals in town
- Design housing (rentals, first-time home buyers, retirees) for the market you want to attract
- Increase rentals
- Increase housing density
- Rehab existing housing
- Establish social /tech platform for rental searching
- Offer tax free incentives for new home owners in the community that live in their homes year around
- Elderly housing should be downtown
- Offer shuttle service to transport the elderly or retirees who live in independent / retirement / assisted living locations
- Establish a Community Land Trust to assist with affordable housing provision
- Build handicapped accessible housing neighborhoods like University Village in Winona MN - http://www.domainarch.com/portfolio/university_village.html

Infrastructure

- Create a citywide communication system
- Update water / sewage treatment
- Include solar on all city building upgrades
- Bury power lines
- Update water lines / city plumbing
- Address water quality of river along cattle sales commission
- Lower taxes
- Add solar power to entire community
- Utilize dam for all electrical generation
- Lower the cost of utilities
- Add grocery
- Add hardware store
- Add sidewalks
- Incentivize creative use of current historic structures - it is currently under utilized, we don't need more buildings that are half full
- Repair sidewalks – they are not currently handicapped accessible
- Add art water fountains that also have low spigot for dogs
- Create an infrastructure that can support our community needs wherever they may go
- Combine grant writers with builders to make things happen
- Inquire about getting groceries delivered
- Fathers of the city need to take risks and build up our tax base to improve infrastructure
- Make the infrastructure sustainable
- Competitively affordable utilities are necessary
- Start citywide composting with yard waste bins (see Livingston, MT)
- Establish a social wireless room, for shared space
- Waste water treatment into bio solids as New Prague / St. Peter, MN or Milwaukee, WI creates “Milorganite” - <https://en.wikipedia.org/wiki/Milorganite>
- Establish Internet service across the city – it's like having decent highways
- Begin city wide recycling – can city taxes be used for this instead of county services
- Address the public water situation
- Replace Doc Waldo before he retires
- Create a sticker system for homeowners that purchase locally – other consumers will see these and follow
- Upgrade infrastructure to promote matchmaking with industrial / entrepreneurial investors

Library

- Move Library to downtown area
- Add a second floor onto the existing library structure
- Add a “maker space” to the library to promote incubators
- Share library with the museum
- Add on to create a maker space for quilters, scrap bookers, etc.
- Utilize the city gym more (see United Way model at Lincoln school in Rochester, MN)
- Have a woodshop in the maker space at the library
- Repurpose this existing structure just for sports – it will help the school – move the library downtown into the Northwestern Flats area
- Combine public library with school library

North Bluff

- Add dedicated walking path at rivers edge (make sure there is ambulance access)
- Add Hang gliding business at top of cliff (Amdahl property) like in Torrey Pines, CA - <https://www.flytorrey.com/>
- Add rock climbing business (Amdahl property) like Interstate State Park - http://files.dnr.state.mn.us/destinations/state_parks/interstate/climbing_brochure.pdf
- or at Devil's Tower WY - <https://www.nps.gov/deto/planyourvisit/climbing.htm>
- Restrict building that will obstruct site lines
- Identify previous DNR plan to add walking path along river and implement
- Add a rigorous hiking trail to the top of bluff
- Add fitness stops along the path at the edge of the river on the north bank
- Preserve all bluff views

Add interpretive signage / features to trail

Northwestern Flats / “Riverside Commons” Area

Relocate city buildings add mixed-use multi story buildings with residences above
Add green space
Add public bathrooms
Add visitor center
Add kitchen / café / coffee house
Improve the natural look it is too industrial now
Encourage off-site parking by increasing footbridge use
Utilize lot behind the Commonweal for underground parking and multi-story residential building
Bring the beauty of bluffs into downtown green space
Add rental living space
Address flooding before doing any building
Utilize DNR for rivers edge walking path and upgrades
Add sidewalks
Enhance this area for tourists / visitors
Create point-of-use for all river sports rentals (tubes, kayaks, canoes, etc.) in this area with access from river trail / walk
Establish a boat club
Incentivize entrepreneurs to develop this area
Build a dormitory to house seasonal employees that are lower on pay scale
Create retirement living downtown
Create a sculpture garden along the river with a self guided art tour and brochures
Rent space for Artist Commons (see Burnsville, MN) with retail space below and a bluff view
Link this area to the theater – offer late night food and drink after shows
Utilize the river front
Great meeting place for conventions, retreats, schools, etc. (see Nob Hill enroute to Decorah, IA)
Upgrade the whole area to be handicapped accessible
Build a conference / event center that looks out on the west and north bluff
Build an outdoor performance venue here – rent out for weddings and photos
Move Art in the Park to this area

Parking

Increase parking in downtown sector
Add parking to baseball field (move baseball field to football field)
Incentivize “Poetry Lot” parking by adding parking meters downtown
Employees should use “Poetry Lot” to keep open spaces downtown
Add diagonal parking downtown (not possible on Parkway/Hwy 250)
Diagonal parking on Coffee Street is dangerous for bikers (add bike park lot @ NE corner of Coffee Street and Kenilworth in DNR owned property)
Add locking capabilities for bike parking
Improve signage for parking throughout community
Provide adequate parking (2 spaces) for each new residence built
Add a parking ramp
Designate a place for employee parking out of the downtown area
Remove cars from certain streets to help bicyclists
Increase safety for crossing County 8 at bridge – make 100% handicapped accessible

River’s Edge

Realize full potential for river frontage
Add dedicated walking trail (“Riverwalk”)
Add benches / seating (with solar chargers)
Improve river use to promote ecosystem health
Improve accessibility for river tourists (fishing, tubing, kayaking, canoeing)
Add rental living space
Improve accessibility for all to access the water’s edge

Add picnic tables along the river at various places for people to gather
Preserve and promote river health - One Watershed, One Plan (1W1P) from the University of Minnesota -
http://www.rushford.govoffice.com/vertical/Sites/%7BB41348D8-65FE-49A4-B879-4733A535B479%7D/uploads/Root_River_Watershed_Flyer.pdf
Comply with Governor Dayton's 50' buffer legislation on edges of waterways

Safety

Additional ambulances are necessary if community builds a retirement facility
Change intersection at Parkway and Elmwood (DOT is addressing)
Provide accessibility via ambulance to North Bluff area walking trail
Prune (coppice) trees along levee
Create community-wide notification system
Increase safe walking from Sylvan Park to downtown
Add a clinic
Decrease traffic – reroute cattle trucks
Paint crosswalk / add pedestrian flags / blinking lights at County 8 gateway
Become more aggressive in enforcing city ordinances

Saint Patrick's Church

Repurpose as an event center or destination wedding center
Reopen Church if population grows and a congregation can be supported
Target businesses for retreats and such to incentivize relocation of participants to Lanesboro
Create an event center entertainment center at the Church

School

Promote the growth of school by adding families to population
Keep the school strong by adding families
Promote cultural and racial diversity – “Nationality Night” at school
Establish attractive housing for school faculty and staff
Incentivize teachers by offering housing rebates or tax breaks
Grow the community and the school will grow
Combine school and public library

Sons of Norway

Underutilization of this building currently - it is an asset that should be used

Sylvan Park

Add / Update bathrooms
Move farmers market
Add more picnic tables
Add bike parking with locking capability
Increase tourist visits to this location
Incorporate Arts Campus sculpture location to here
Add benches along Parkway with solar chargers
Join this area to downtown with a safe walking path
Add sculptures (self guided tour with pamphlets)
Resurface the parking and drive at the park
Reestablish and maintain Bunny Trail
Install a mini golf course
Improve roads in Sylvan Park
Finish the Bunny Trail
Build a public swimming pool
Hold gatherings to teach old traditions like spearing carp and driving fish, smoking carp, harvesting black walnuts, etc.

Transportation

Start a bus service from Lanesboro to Rochester
Improve commuter situation – transportation is an issue

Offer shuttle service to transport the elderly or retirees who live in independent / retirement / assisted living locations
Coordinate with SEMCAC for transportation needs of certain community member

Visitor Center

Relocate to Bass Pond area
Relocate to Fire Hall location
Run DNR /Naturalist tours from this building
Print brochures for various self-guided walking tours (architecture, art, natural geological features, etc.)

Walkability

Add dedicated river trail for walking only
Add signage that improves directions for tourists on foot
Paint crosswalk at Bass Pond to Footbridge area
Redesign more walking paths following the model of the High Line, designed by Piet Oudolf
https://www.google.com/search?q=the+high+line&biw=1440&bih=778&espv=2&tbn=isch&source=lnms&sa=X&ved=0ahUKEwjgZrfO6LLLAhVBvoMKHraEDokQ_AUICGgC&dpr=1
Add wider sidewalks to both sides of the auto bridge

Zenith Subdivision

Add a sign at the base of the subdivision so tourists know there is more housing up on the hill
Build an assisted / independent living facility (see Belle Plaine 'market strasse')

Zoning and Other Regulations

Change ordinances to protect lands from further development (bluffs)
Transparent changes are essential
Upgrade permits for businesses – currently growth is limited
Improve permits to allow for incubator-type businesses downtown
Change restrictions that are currently placed on homeowners (B&B's in particular)
Ensure commercial business does not encroach on residential areas
Promote "Fair Use" or "Community Spirit" with property purchasers from outside of community (people from the cities)
Expand "Historic District" zoning to include more buildings
Allow Ashburn to use the area to promote artists space for living / creating / selling
Rezone footbridge area to allow for "Pop-Up" cafes
Ban spraying in the city limits
Control / Limit non-profits – this can be done, just like a strip club can be controlled / not allowed
Update zoning to allow 'work from home' entrepreneurs
Increase enforcement of zoning / ordinance compliance
Use the data from the recent studies to establish sound ordinances for our community that promote a healthy economy and sustainable infrastructure
Confirm MDH rules on commercial kitchen space – use the municipal kitchen
Re zone or change ordinance on the auto bridge – there needs to be wide sidewalks on either side
Clean up the zoning
Support progressive conservation design
Consider Zoning for a mile perimeter around Lanesboro

Appendix B - Submitted Sketches From Public Meetings

SIDEWALK NEEDS



Sketch 1: A Lanesboro resident and artisan business owner submitted this sketch noting upgrades to sidewalks and walking trails that would improve walkability in the community.

Lanesboro 20/20: Envisioning Our Future

The Best Small Town in the Midwest

Some communities wait for the future to happen to them. Lanesboro is not waiting. Lanesboro is leading the way, designing and realizing its own best version of itself.

Over the past few years Lanesboro has devoted time, energy, and funds to developing a collective, inspired vision of its future. The process of articulating Lanesboro 20/20 has galvanized community members—neighbors all—imbued with a generous collaborative spirit and tremendous enthusiasm. It has also revealed an innovative, smart, and entrepreneurial group of people with multitude perspectives, committed to working together to envision their common goal: Lanesboro will be the best small town in the Midwest.

Lanesboro 20/20 has been a process of engaging community members in envisioning their future. Citizens engaged in multiple forums in which their ideas and opinions were heard, seriously considered, and incorporated into a plan built on consensus. The tremendous energy and spirit of the Lanesboro community is evident throughout Lanesboro 20/20, ready to be harnessed in implementing our future long before the future happens to us.

Background

In 2003, the Lanesboro Area Chamber of Commerce formed a Community Initiatives Committee, charged with articulating a vision for Lanesboro in the year 2015. Two years of meeting nearly every six weeks resulted in the completion of several community-enhancing projects: downtown beautification, the formation of a welcoming committee, and an effective "Today a Guest; Tomorrow a Neighbor" postcard to recruit potential new residents. In 2005, when it became clear that wider city involvement was the necessary next step, the Community Initiatives Committee handed off their responsibilities to the Lanesboro Economic Development Authority (EDA), who took the leadership baton and ran with it. The EDA hired a planning coordinator, and requested a plan for future growth that focused on housing, economic development and land use. This became Lanesboro 20/20. The planning process offered an unprecedented opportunity for people with diverse interests and opinions to create carefully and with imagination the sort of community they would all like to live in—a place to love, and a place to leave as a great gift and legacy for all who follow.

The Process

The Lanesboro 20/20 process involved the following:

- A community kick-off and brainstorming meeting in March of 2006
- The application and award of a community-building grant from the Southern Minnesota Initiative Foundation
- A community-wide paper and on-line survey
- Three smaller community meetings to focus on the desired three topics

- Assistance in developing a city website for enhanced citizen participation
- Inviting and welcoming citizen input at all times
Many hours of research and coordination dedicated to looking at Lanesboro's future

Community Profile

The Place

Lanesboro is blessed with natural scenic beauty. Towering bluffs surround the town and take center stage with the Root River as it flows through the heart of town. A person walking from one end of Parkway Avenue ("Main Street") to the other, a distance of less than a mile, is treated to views of beautifully preserved historic buildings, unique shops, art galleries, a year-round professional theater company, outdoor recreation outfitters, a welcoming visitors' center, a local winery, a public library, many fine restaurants and lodging establishments, a Sons of Norway Lodge, historic bridges on a paved bike trail that extends over 60 miles in both directions, a powerful dam, well-groomed homes and yards, Amish horses and buggies, a lovely city park, a public library, an independent K-12 public school, a public golf course, three well-maintained churches, and, most importantly, lots of very friendly people.

The People

The people of Lanesboro are a vibrant mix of neighbors, visitors, natives and newcomers who are interested in and care about each other. Some residents have lived here all their lives, some grew up here and came back to raise their families and/or start new businesses, and others have moved to town over the past two decades, drawn here by Lanesboro's quality of life and its unique combination of natural beauty and cultural opportunity. The confluence of diverse, energetic, thoughtful people and diverse, gorgeous, natural landscapes contributes to the intangible, magical quality that sets Lanesboro apart from other small towns.

The Purpose

Lanesboro has undergone tremendous change over the past twenty years. The advent of the bike trail, the growth of a strong arts community, and a palpable entrepreneurial spirit, combined with remarkable public relations success, have contributed to Lanesboro's evolution from a small farming community into a major tourist attraction. The increased tourism and awareness that come with being named "One of the twenty best dream towns in America" (Outside Magazine) also bring challenges dealing with our identity, our infrastructure and the integration of new residents into important volunteer and leadership positions. Lanesboro is a community at a crossroads, seeking to maintain its links to what it has been as it continues to become what it will become.

Housing

20/20 Vision

Lanesboro offers a variety of housing options for residents of all income levels and housing needs. We offer an adequate supply of housing for people at all stages of life: renters, first-time homeowners, move-up buyers, empty nesters/young seniors, and older seniors. We also have an adequate supply of housing for those with special needs. Our increased housing stock enables more people to both work and live in Lanesboro. City programs, such as the Downtown Beautification Campaign, have encouraged residents to renovate and maintain their homes.

Over the past ten years, significant residential growth has taken place in two areas of the city: 1) high-density residential development has occurred in the downtown area to accommodate unassisted living for seniors; 2) a mixture of low- and moderate-density residential development has occurred in the Zenith area. In addition, many vacant lots in established residential areas have now been developed. Residents continue to renovate and improve their housing so that the overall image of Lanesboro's housing stock has greatly improved and Lanesboro's historic character prevails.

Goals

The following five goals are broad statements that reflect Lanesboro's vision for housing. Each goal is accompanied by a number of objectives that mark progress toward the goals.

- Create a range of housing opportunities and choices to meet the needs of Lanesboro's population at all income levels and stages of life.
 1. Create an official Housing Authority to address the ongoing housing needs in Lanesboro, and to provide oversight and recommendations to the Lanesboro City Council.
 2. Encourage the preservation and enhancement of existing residential properties to provide for the needs of current and future residents.
 3. Encourage the development of housing that appeals to young adults, seniors and others that may leave Lanesboro or not move here because of the lack of housing choices.
 4. Promote the development of moderately-high to high-end housing (such as the Zenith subdivision) to meet the existing and future needs of health-care professionals, business executives, entrepreneurs and others who may desire move-up housing.
 5. Develop and maintain a directory of all available housing in Lanesboro.
- Provide for the availability of land and space for housing development.
 1. Encourage infill housing in areas currently served by public utilities.
 2. Encourage the creation of mixed-use developments that include housing,

employment, and shopping and recreational opportunities in a compact, pedestrian-friendly setting.

3. Review and amend zoning ordinances to allow for the above.
 4. Coordinate the effective and cost-efficient extension of infrastructure to the Zenith development area.
 5. Continue to encourage apartments on upper floors of commercial buildings in the downtown area, and other creative solutions to housing.
 6. Al Support the Church Hill old school housing development, and consider the vacant downtown lots for high-density unassisted housing development.
- Support and promote financial incentives that provide for homeownership for all income levels.
 1. Support and reinvigorate, if necessary, the Lanesboro Housing Development, Inc., to continue to address the needs of low to moderate-income households.
 2. Explore the establishment of a Housing Trust Fund to help provide gap financing for lower and middle-income households.
 3. Apply for Small Cities Grants to assist with maintenance of older housing.
 - Promote beautification efforts, and ensure that all neighborhoods are safe and well served by essential municipal facilities.
 1. Encourage and reward strong residential property maintenance and enhancement activities.
 2. Continue to plan and implement improvements of deteriorated streets, lighting, signage, sidewalks and other infrastructure, and build upon Lanesboro's walkability, easy access to essential services and friendly community spirit.
 3. Promote neighborhood cleanup programs, and continue the tradition of an annual spring citywide cleanup.
 4. Identify blighted properties that are vacant or for sale, and condemn or acquire these properties to clear them for resale/redevelopment.
 5. Monitor home occupations to ensure that healthy and safe residential conditions are preserved and promoted.
 - Preserve Lanesboro's Historic Character
 1. Continue to recognize and publicize the efforts of property owners to beautify their property, and require quality of design and appearance of new housing development.

2. Encourage the preservation of historically and architecturally significant structures and districts in Lanesboro, especially the historic residences. Continue to update records and mapping to fully document these resources.
3. Reinvigorate the Historical Preservation Society

Economic Development

20/20 Vision

Economic development is thriving in Lanesboro, as diverse business sectors in agriculture, arts, tourism, recreation, manufacturing, and services enjoy year-round profitability and growth. Good paying jobs entice families to remain in or move to our community, and affordable housing is available. Lanesboro is a community that fosters local business initiatives, regional cooperation and clean industry. We treasure our natural resources, and we recognize that a strong natural and cultural environment leads to a strong economic environment.

We enjoy a thriving, attractive, and customer-friendly downtown business district, and successful home-based enterprises in residential areas. We embrace entrepreneurship, and are proud to be known as one of the first communities to provide public citywide wireless service to residents and visitors.

Lanesboro is a model for participatory government in which public and private interests work together in community decision-making and planning.

Goals

The following three goals are broad statements that reflect Lanesboro's vision for economic development. Each goal is accompanied by a number of objectives that mark progress toward the goals.

- Maintain, enhance and promote Lanesboro's "quality of life" as an arts, recreation and tourism destination for residents and visitors.
 1. Cherish and promote Lanesboro's friendliness, safety, school, churches, farmers' market, library, parks, beauty, historic character, and walkability.
 2. Build upon Lanesboro's healthy reputation as a "Fit City", maintaining a clean environment with many recreational offerings, and supporting the maintenance and improvement of the Root River Trail.
 3. Promote riverfront beautification and development that respects the natural environment.
 4. Promote Lanesboro's role as the centerpiece of the Bluff Country region to attract new businesses and industries.
 5. Encourage the vitality of existing arts programming and seek to develop

new artistic venues in music, theater and the visual arts.

6. Ensure continued support for the continued growth of the Lanesboro Public School and the enrichment of its curriculum.
 7. Continue to create a consistent, positive image for Lanesboro by promoting property maintenance, improving gateways and providing unified signage.
 8. Recognize and promote the link between residents' quality of life, natural resources, and healthy businesses and industries.
- Strengthen and sustain existing Lanesboro businesses.
 1. Designate the retention and development of existing businesses as a priority of the Lanesboro EDA.
 2. Support the Lanesboro Area Chamber of Commerce in their efforts to enhance business-to-business communication, promote on-the-job education, strengthen the downtown business district, and publicize the benefits of shopping locally.
 3. Investigate new opportunities for year-round commercial and recreational activities.
 4. Promote the historic downtown area as Lanesboro's community center and activity hub.
 5. Establish regular meetings between city officials and local businesses to exchange ideas and discuss opportunities for economic growth.
 6. Assess the need for daily public transportation to/from Rochester and other job locations.
 - Support the development of new businesses in Lanesboro.
 1. Create and maintain an inventory of public and private lands and buildings that are supported by existing infrastructure and are suitable for the development of desired new businesses and industry.
 2. Work with the Lanesboro Area Chamber of Commerce to promote Lanesboro as an ideal location for home-based businesses and entrepreneurs.
 3. Invite businesses and services that Lanesboro deems essential, and/or foster a stronger connection to established businesses in neighboring communities. For example:
 - Hardware store
 - Drug store
 - General/variety store (with clothing for men, women and children)
 - Assisted and unassisted living opportunities for our elderly
 - Coffee shop with book store and Internet access

4. Identify new economically and environmentally sustainable uses for the natural resources in the Lanesboro area.
5. Implement a state-of-the-art telecommunications infrastructure, including a public wireless service.
6. Develop Lanesboro's tourism industry to its full and reasonable potential, and promote events to bring new people to town.

Land Use

20/20 Vision

Lanesboro is known as an environmentally aware community; we believe our sense of place is tied to the natural environment. Lanesboro is blessed with distinctive natural features, a beautiful city park, and ample areas for outdoor recreation. Our land use regulations promote efficient development patterns and low utility costs, while respecting environmental and social concerns. For the past thirteen years, we've strongly promoted redevelopment of deteriorated or vacant properties in areas already served by public utilities and streets. Parkway Avenue North, which in 2007 had at least three vacant lots and several buildings in disrepair, is now a vibrant city center with high-density residential uses integrated into a mixture of commercial uses. We have allowed a limited amount of outward expansion in the Zenith area, primarily for residential development.

The downtown area continues to be the hub of community activity in Lanesboro, providing businesses, services and homes in a clean and pedestrian friendly environment. Adequate parking, consistent signage and additional pedestrian paths linking the riverfront to the downtown area have enhanced downtown business and atmosphere. Restored buildings and murals that celebrate Lanesboro's history have helped make Lanesboro's downtown a tourist attraction as well as a pleasant and interesting place for residents and others to visit.

The Lanesboro Riverfront Plan is being followed, resulting in increased recreational activities along the riverfront and along the Root River Trail. Significant natural areas and open space will be preserved for future generations.

Lanesboro maintains agricultural districts at the outskirts of the City. Logical expansion of development into these areas continues to be reviewed in cooperation with neighboring communities and landowners.

We are proud of our history and culture. Our residents and property owners have worked hard to restore and renovate historic houses and buildings. New development reflects historic styles and patterns. We continue to preserve our reputation as the "Heart of Bluff Country".

Goals

The following four goals are broad statements that reflect Lanesboro's vision for land use. Each goal is accompanied by a number of objectives that mark progress toward the goals.

- Preserve and enhance Lanesboro's important natural resources and beauty
 1. Recognize the contributions that our natural resources make to the quality of life in Lanesboro and to the success of our economy.
 2. Develop and implement ordinances that promote smart, thoughtful, logical, sustainable, and environmentally respectful development.
 3. Preserve bluffs, river and riverfront, floodplains, wildlife habitat and other natural features, as well as surface water and groundwater quality.
 4. Protect and promote the synergy of Lanesboro's downtown, industrial, institutional, residential, recreational and natural areas through education of the Lanesboro 20/20 plan and consistent land use regulation.
 5. Encourage and acknowledge beautification efforts in downtown, parks and neighborhoods, and work with private landowners to clean up contaminated and dilapidated sites that threaten public safety, health and welfare.
 6. Plan and manage the riverfront to maximize its scenic, environmental, cultural, and commercial values, while taking measures to protect the Root River.
 7. Request and support the efforts of the Lanesboro Park Board to inventory, maintain and enhance trees and green spaces in Lanesboro, and to eliminate invasive plant species.
- Promote infill development within Lanesboro.
 1. Inventory vacant and underutilized lands for housing and economic development.
 2. Encourage development in areas currently served by public utilities and streets; discourage development that would require expensive and inefficient extension of municipal services that only benefit a few users.
 3. Where feasible, require all new development to be served by municipal utilities.
- Preserve and build upon Lanesboro's incomparable beauty and historic character.
 1. Encourage the preservation of historically and architecturally significant structures and districts in Lanesboro, especially the historic residences. Continue to update records and mapping to fully document these resources.

2. Require quality of design and appearance of all renovation and new development.
 3. Reinvigorate the Lanesboro Historic Preservation Commission, and support its efforts to protect resources that contribute to Lanesboro's historic character.
 4. Sponsor community events, programs and projects that celebrate the history and culture of Lanesboro, in conjunction with the Lanesboro Public School, Chamber of Commerce, Historic Preservation Commission, arts organizations, churches and other groups.
 5. Find an effective way to visually represent Lanesboro's plans for the future.
- Work with farmers and surrounding towns to preserve agriculture uses in mutually agreed areas.
 1. Maintain agriculture as a significant economic activity, and recognize the value of farmland as open space near Lanesboro city limits.
 2. Recommend that no policy should be adopted that would substantially impair or diminish the present uses, values or enjoyment of agricultural land.

Links will be available to the following supplementary materials and resources:

Demographics of Lanesboro (from Fillmore County report and 2000 census) Lanesboro Comprehensive Plan, 1988 (PDF)

Lanesboro Land Use Plan, 1998 (PDF)

Growing Lanesboro Document (Lanesboro Area Chamber of Commerce) Don Ward's History of Lanesboro

Survey Results and Verbatims

Smart Growth and Sustainability Guidelines

[Lanesboro.com](http://lanesboro.com)

[Lanesboro-mn.gov](http://lanesboro-mn.gov)

Appendix D – Residents Survey Results - spring 2016

Lanesboro Concept Plan: Community Priorities	# Response	Total Score	Average Score	% Response	Weighted Average	Rank
Develop New and Maintain Current Business, Improve Business Incentives	55	196	3.56	11%	0.376	1
Review and Update Current City Zoning and Ordinances	54	187	3.46	10%	0.359	2
Add City-Wide Fiber Optic	47	151	3.21	9%	0.290	3
Upgrade City Infrastructure	42	145	3.45	8%	0.278	4
Develop Strategy and Plan to Attract Young People to Relocate to Lanesboro	39	127	3.26	7%	0.244	5
River Corridor Development & Improvements - Greenspace, Walkability, Amphitheater	32	96	3.00	6%	0.184	6
Enhance School Opportunities to 21st Century Needs - Public and Potential Post-Secondary	35	95	2.71	7%	0.182	7
More Housing - Affordable, Senior, Family, Multi-family	34	92	2.71	7%	0.177	8
Improve Downtown Parkway - Trees, Widened Sidewalks, Benches, Building Upgrades, Greenspace	31	86	2.77	6%	0.165	9
Develop NW Flats Area of City including relocation of City Buildings	31	83	2.68	6%	0.159	10
Develop Comprehensive Plan after Concept Plan to Further Define Next Steps	25	71	2.84	5%	0.136	11
Bass Pond/Softball Field Area Improvements including Poetry Parking Lot, Brush Dump Relocation, County 8 Gateway	26	60	2.31	5%	0.115	12
Protect and Enhance Outdoor Opportunities for "Community" through Interpersonal, Outdoor & Arts Experiences, Beautification	16	47	2.94	3%	0.090	13
Develop Vacant Lots	18	45	2.50	3%	0.086	14
Develop Transportation Options for Out of Town Jobs - No Votes So Far	13	34	2.62	2%	0.065	15
Encourage Community Engagement and Involvement	11	31	2.82	2%	0.060	16
Effectively Market Community	12	30	2.50	2%	0.058	17

Concept Plan Priorities Survey Comments

Online Survey Comments

- It is time for Lanesboro to communicate a new, more accurate identity focused on relationship, natural beauty, and actualized sustainability. The area is already living this; let's foster it and communicate in our public spaces.
- Thank you for this work, and for focusing our attention.
- Difficult to pick top 5 and not include a few more; so many of the priorities have to do with general improvements and could be done concurrently as resources allow, so I'd actually give them equal ranking. Then I'd add the comp plan/next steps and community engagement areas that will be necessary to effectively do these other things. But then perhaps that's assumed!
- Some of the other items on this list are a natural follow thru process of the items we have prioritized
- Talk to realtors for their plans to attract young people. We need people other than the occasionally used summer homes (which are left empty all winter) so transportation options for jobs are important. Permanent citizens care so every thing else will fall into place. Once they live here housing will be needed and green space will be wanted and they will become the next mayor. Great like the one we have.
- Thank you for all the work being done on this...
- All listed improvements are good. Regarding my #1 choice, I believe a larger grocery store is most needed to keep and bring people into town and enhance real estate values. Some choices need to be acted upon first before other choices can be fully acted upon, such as attracting young people to Lanesboro. The reason is that people need good reasons to come, such as accommodations to meet residents and visitors' basic needs, a high quality of life, and good jobs. More people will come as conditions improve.

- This plan needs to be realistic. It also needs to be more than a culmination of all the studies and plans that have already been done. This plan needs to be applicable to our city.
- Great process. Glad that you are taking the lead to focus the community on certain efforts that move our community forward as a whole!
- Work with proposers of senior housing proposal at Inn at Sacred Farm B&B to build senior housing, assisted living, and memory on the southeast outskirts of Lanesboro instead. Not going to happen out there so move them into town when they still have an interest in the Lanesboro area before another community welcomes them to move there.
- Lanesboro is fine the way it is, we can't keep raising taxes and Utilities, everything you talk about will cost the taxpayer more money
- I feel some things will naturally occur after some of the other things happen.
- Housing that is diverse (not low-income, elderly, etc. mixture of all people), handicap accessible, and affordable!
- Preservation of scenic beauty, public ownership of riverfront, riverfront park development is the top priority. All else will follow.
- Surveys should have gone out in the utility bills. I have neighbors who have not been included in the process.
- I appreciate all the hard work and foresight that has, and is, going into this study.
- Developed a great game plan with the right ordinances and promotions and then get out of the way and allow people to do it.
- Whatever is decided, add regular, public assessment of progress being made.

Paper Survey Comments

- No tax breaks.
- Could plant trees where they have been removed.
- My husband and I have lived in this town our entire lives. We like OUR town the way it is. Those people that choose to buy property or rent here should really check out the place before deciding to move here. The most important thing to me is to keep taxes affordable. If half this stuff comes to pass no one will be able to live here. I do not feel it is important to make the town prettier for the tourist. The school board was elected to run the school. The "Concept People" do not need to make plans for the school. On bringing in new and younger families, "Good luck!" - that's been tried before. Those that want to live here will and you won't get others here by talk. It would be completely unfair to give tax breaks to bring others here. Better give tax breaks to all of us.

4.5.2016 - Community Input Meeting Notes

Estimated Attendance: 27

Comments Written on Priority Setting Sheet

- Review and Update Current City Zoning and Ordinances – A continuing must
- City Infrastructure
 - Fix the Dam – Safety = #1
 - Consider cost!
 - Fix the dam!
- Add City-Wide Fiber Optic

- Who Pays? City or Ace Comm?
 - City-wide fiber optic should be part of city infrastructure
- #4 Priority Added – Move Sales Barn outside city
- #5 Priority Added – Limit / Move Grain Drying Silos outside city
- Updating zoning and ordinances is your best first offensive and defensive play.
- Thanks!

Group Brainstorming Ideas (Groups asked to talk about ways that they and/or others could help city achieve goals going forward)

- Mailing or website link regarding concept plan for school alumni:
 - Share concept plan with them on website (school, Facebook)
 - Could bring in donations from alumni living away from Lanesboro
 - Leverage school alumni database – Joe Deden asked about this... Check on our address /email data base
- Improve broadband/fiber optics
 - Need economic development stories/funding is available. We are an area with lowest data / web capacity in SE MN
- Network w/ other towns
 - How do we utilize talents from other towns?
 - Are there professionals elsewhere that may have solutions/suggestions
- Prisoner labor use
 - They have time
 - They are inexpensive
- Collaborate with city on infrastructure movement
- Eagle Bluff could help with interpretive signage on any expanded trail from brush dump to 250 bridge
- School District
 - Collaborate with city on potential city building relocations as appropriate
 - Optimize curriculum offerings (e.g. advance placement, post-secondary, upper-level courses, leveraging technology or area school collaborations)
- Current Zoning/Ordinances online: Seek volunteers to transcribe unto computer system (Some are still just typed on paper)
- Post ALL Zoning/Ordinances online on city site
- Green space:
 - Vacant lots: Find people who are interested in having business there, but make a green space until developed
 - Make green space by AcenTek
 - Moveable Mobile park / sidewalks for downtown parking space – Eagle Scouts project?
 - Reinstate 4H to keep garden space at trail head by Riverside on the Root to help clean trail space
- Adopt a Tree to water

- Block Parties with neighbors, music
- Support school/go to meetings for superintendent search: Unique community, open enrollment policy, value youth
- Don't feed deer education
- Expand Firefighter Calendar and/or develop community calendar for meetings, etc.
- Organizations that could help: Innkeepers, Legion, Sons of Norway, Lions – Adopt a project
- Matching funds from corporations/foundations - (3M, Thrivent for example)
- Volunteer matching funds from corporations/foundations (EE matches?)
- Review and Update current city zoning – committee to compare samples from Randall Arendt vs. current
- Identify another similar MN community who has updated ordinances to compare to our current
- Seasonal worker housing
 - Check with Lanesboro Housing Authority to see if they could help
 - Could Eagle Bluff provide seasonal housing?
- Consider where to put an industrial park to bring 12 month jobs

Skill Sets of Some Individuals Attending 4.5 Session

- Creative, gardening, teaching
- Moving invasive species, plant trees, care of trees
- Draw, design, get stories
- Time, outside physical labor
- Hospitality
- Communication, community involvement
- Participate, social media, music
- Encourage

4.7.2016 - Community Input Meeting Notes

Estimated Attendance: 22

Comments written on Priority Setting Sheet

- Clean air & water is very important - to keep working on improvements and forward-thinking practices (like eliminating pesticide use and making sure crop setbacks from the river are enforced)
- Keep the charm of Lanesboro while doing these projects
- Upgrade City Infrastructure
 - Sewer, water, electricity, roads, sidewalks
 - Storm sewer on N Kenilworth
 - Water lines, both potable & waste lines; streets; sidewalks
- I would like to see the Lanesboro Public School culture: Administration, staff, & faculty become more involved in the Lanesboro Community. It would be nice if more actually lived in the city.

School board members too. I've been to a lot of meetings and the school is the elephant not in the room.

- River Corridor; Including repair of the dam
- #1 – No spraying of any chemicals!!! Protect our children!! Protect our air & water
- Effectively Marketing Community: Being done well by Chamber
- Develop Strategy and Plan to Attract Young People – effectively market
- Review and Update Current Zoning and Ordinances: Enforce!
- 1-5 (Fiber Optic, Housing, City Infrastructure, Develop NW flats, Attract Young People) all work together to get young families here.
- Clean air & water quality need to be base of all decisions (spraying bugs & camper fires smoking town air)!
- If I could do 6 & 7 it would be enhance school opportunities & transportation options
- Clean air/ No spraying with toxic and / or any lawn care products
- Past success; plans that have been implemented need to be communicated or parts of plans (20/20 plan, Tom Zahn – Arts Campus Plan)
- Comprehensive Plan: that includes design standards for historic benches & garbage cans

Group Brainstorming Ideas (Groups asked to talk about ways that they and/or others could help city achieve goals going forward)

- River Park Grant – Can it help move city buildings from NW? No, but could help with demolition...
- PSI should stay downtown – Keeps jobs in town
- Support local grocery store to keep it here
- Support other local businesses in surrounding communities
- Determine whether Service Station space on Hwy 16 might be big enough for Ambulance/Fire space in the future; have someone measure
- Check on status of Lanesboro Foundation – Great job by local Non-profits in finding \$ for the community through grants
- Develop task forces to find ways to attract young people
- Develop comprehensive plan
 - Need good communication mechanism as things progress for updates, needs, etc. Like a web page. Needs to be clear and user friendly
- Contact County EDA – Sam Smith with Broadband Stories – Current or future businesses in Fillmore County, send them to brown6002@gmail.com
- City Infrastructure (streets, pipes)
 - Need to be proactive, not reactive
 - Need Status now and then 5 year plan
- Clean water – Community tests, enforce Crop Setbacks
- Develop greenspaces and Plan (trees) – Planning and Zoning?
 - Greensteps – State Program already in place that might help save time in planning process

- Become MN Greensteps city (29 best practices)
 - (We are a fit city already)
- Housing: Mix areas to attract young people
 - School, greenspaces, housing, jobs, etc. all interconnect to bring young people to community
- Blue Zones*, innovation, bump outs on city streets, trails
 - * Phil and Kathie know about blue zones
 - Are there Hwy 250 restrictions?
 - Keep NW River area top of mind
 - Have events, do cleanup, have volunteers clean up space behind city buildings
- Discuss current ordinances – Planning and Zoning:
 - Put them on city site
- Skills delegation
 - Engage varying organizations. I.e. Arts, Chamber, P&Z, etc.
 - Assign smaller projects to groups like this to share the load
 - Compile task/skill options of individuals
- Create skills database (organizations, people)
- Develop consistent design standard (i.e. Benches) with principles such as must be historic
- Infrastructure – Need Engineering RFP and ongoing relationship
- Branding of Concept Plan: Residents, Business Owners: What does it mean to me?
 - Link, what we'd like to see
 - Best practices (i.e. lawn options)
 - Yard signs: i.e. chemical free lawn, I am supporting Concept Plan point #2.1
- Communicate / coordinate elements; lessen duplication of efforts
 - Website, how for non-internet people? Cable channel, etc.
 - Clear communication of responsibilities (i.e. public vs. private) how do we work together? ARCI charts?
- Capital needs assessment should be done
 - Costs, when bonds are due, etc.
 - One funding opportunity could help multiple priorities
- Find model comprehensive plan
- Marketing, jobs – Everyone needs to think about how everyone fits
- Ron Gray, Highway engineer could help on shared ownership roads – take more advantage of county resources
- Surveys – Disseminate to many people: Seniors, 2nd home owners
 - Through utility bills

Appendix E – Downtown Commercial Design Guidelines (Excerpts)

This appendix contains illustrations prepared for the Heritage Preservation commission in 2012 by Thomas Zahn Associates of St. Paul, MN. Although the entire document is available from the HPC, the following excerpt, showing three of its seven case studies, are provided to give readers a better appreciation of its contents – and the potential for continuing the Lanesboro downtown revival.



This building, at 117 Parkway North, could be refitted with a storefront more appropriate to the period in which the premises were first constructed, and the double-door opening at the second floor level could be restored to appear as on the right.

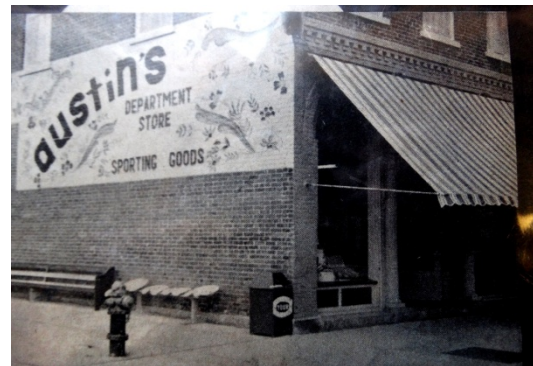


This pair of graphics illustrates the potential for renovating three connected buildings at 108 Coffee Street East. Although the building on the right has already been renovated, the others await full restoration.



The 15-year old gap between Galligan's Block on the left and the single-story wooden building on the right, could be filled in with new commercial premises topped by residential units or offices (104-106 Parkway Avenue North).

Appendix F – Historic Lanesboro Photographs



Historic photos showing shade trees downtown, outdoor advertising on Coffee Street, an aerial view of the space now occupied by the ambulance garage, and the Bunny trail shortly after construction. Photos courtesy of the Lanesboro History Museum.

Appendix G – Shade Tree Planting Guidelines

The following websites contain highly relevant and useful information to guide the planting of shade trees in downtown Lanesboro:

<http://www.extension.umn.edu/garden/yard-garden/trees-shrubs/recommended-trees-for-minnesota/southeast/>

<http://www.extension.umn.edu/garden/yard-garden/trees-shrubs/tough-trees-and-shrubs-for-tough-sites/>

<http://www.hort.cornell.edu/uhi/outreach/recurbtrees/pdfs/~recurbtrees.pdf>

<http://www.nycgovparks.org/permits/trees/standards.pdf>

<http://www.cityofboston.gov/Parks/StreetTrees/>

http://forestry.about.com/od/urbanforestry/tp/street_trees.htm

Appendix H - Accessory Dwelling Unit Model Regulations

From: http://housingpolicy.org/toolbox/strategy/policies/diverse_housing_types.html?tierid=42

Accessory dwelling units are self-contained residential units that are either:

- Set aside within a larger single-family home, such as a separate basement or attic apartment;
- Attached to a primary residence, such as an apartment above an attached garage; or
- Smaller separate units built on the same lot as single-family homes.

Accessory dwelling units (ADUs) - also called secondary units, granny flats, carriage houses and in-law apartments - can be an important source of low-cost rental housing for small households in many communities. They can provide an opportunity for renters to enjoy the advantages of living in established homeownership communities, including good schools and safe and quiet neighborhoods. In addition, they can provide affordable options for older adults to live in certain communities in which they have better access to amenities and transit. They can also allow people who have lost their homes to foreclosure to stay in their community as an ADU renter.

ADUs may also be a boon to owners of the primary home, which collect extra income from the rental unit that can be used to help cover mortgage payments, property taxes and other costs. This extra income could prove especially helpful during economic downturns, and could help some families avoid foreclosure.

In some cases, the lease may include an agreement that renter's help with household chores and basic maintenance, an arrangement that can help aging homeowners remain in their homes when they are no longer able to perform these tasks. Older adults and empty nesters may eventually choose to move into the ADU and rent out the main house, an adaptation that further helps them age in place. ADUs are generally built and financed entirely by the homeowner, so no public subsidy is required to make them available. Communities interested in using ADUs as an affordable housing option should comprehensively review their [zoning policies](#) to ensure they facilitate, rather than hinder, development of ADUs.

Solutions in Action

In 1982 the state of California passed the **Second Unit Law** - legislation intended to promote the development of accessory dwelling units by codifying a state standard for ADU approval. Under the law, communities that had not already adopted a local ADU ordinance were given considerable discretion in setting the terms of their own approvals procedure and development standards. However, those that chose not to adopt an ADU ordinance were required to approve all proposals that met state standards.

While the purpose of this legislation was to facilitate creation of additional units, implementation hit a snag when all of the jurisdictions that adopted an ordinance approved ADUs as a conditional use only. Rather than allowing development as of right, applicants had to undergo a lengthy and potentially contentious review and public hearing process that made creation of new units difficult at best. With development falling far short of expectations, in 2003 the state legislature passed Assembly Bill 1866, which amends the original law by requiring local communities to allow ADUs as of right (provided they are otherwise in compliance with the zoning code) by prohibiting local ordinances that mandate discretionary review of ADU applications.

Some critics of the law point out that it only facilitates the administrative approvals process, and does not address structural conditions that localities may choose to apply, such as size and design requirements, parking regulations and other restrictive standards that can constrain development of ADUs or make them cost-prohibitive.

Addressing community concerns:

Objections to ADUs are most often based on concerns about overcrowding, traffic congestion and parking shortages, and a loss of neighborhood character. However, the experience of many communities has been that when ADUs are approved, units tend to "trickle in" rather than overwhelm entire neighborhoods overnight. [1]

Because they are often incorporated into or next to existing homes, ADUs have minimal impact on neighborhood density and can blend in seamlessly with the community.

Obstacles to development: Some communities prohibit ADUs entirely, while others have regulatory requirements (often unintentional) that severely limit opportunities for this development or make the development process so long and costly that private homeowners opt out. These include zoning policies that:

- Allow only one residential unit

More at [Accessory Dwelling Units](#). 2004. *Instant Advocate*. Oakland, CA: Transportation and Land Use Coalition, Section 2: Is this the Right Tool for You?

per lot

- Increase the minimum lot size for units with ADUs to twice the minimum lot size specified in the underlying zoning code
- Limit the proximity of ADUs to property lines, making it difficult to develop above-garage units adjacent to back alleys
- Require an excessive number of parking spaces per unit
- Impose excessive permit fees or impact fees that make development of ADUs too costly

Click on the links below to learn more about other types of housing that can help communities meet the needs of households with a range of preferences and budgets:

[Multifamily/attached homes](#), which may include apartment buildings, condominiums, town homes, row houses and duplexes.

["Factory-built" homes](#), from manufactured homes built entirely in production facilities to modular housing that is assembled on-site.

Accessory dwelling units within or attached to a larger single-family home, or on the same lot.

[Mixed-use housing](#), where residential units co-exist with commercial and retail enterprises.

[Single-room occupancies](#), also called efficiency apartments and residential studio units.

Example from Sacramento County, CA

<http://www.per.saccounty.net/applicants/Pages/ResAccessoryDwellingRegs.aspx>

Residential Accessory Dwelling (ADU) Regulations

Residential Accessory Standards - Sacramento County Zoning Code Section 5.4.5.B, C, and D

- Additional Requirements: The Project Planning Commission may apply additional conditions to a use permit relative, but not limited to, dwelling size, location, access, height, etc., if special circumstances arise requiring such mitigation of anticipated adverse impacts to neighboring residences.
- Attached Units: Attached units shall share entrances with the primary unit, and shall be clearly incidental and subordinate architecturally to the primary unit.
- Height: A maximum of 14 feet measured from the grade to the plate line The Zoning Administrator may approve a residential accessory dwelling which exceeds these standards provided the proposed height

will not adversely affect adjoining residentially zoned property, and further provided that the residential accessory dwelling does not exceed the allowable height of the primary residential structure on the lot.

- Lot Area and Maximum Floor Area. Minimum of 5,200 Sq. Ft. per lot. The maximum accessory dwelling size is based on the size of the lot.

Lot Size	Maximum Permitted ADU Size
5,200 – 8,500 Sq. Ft.	400 Sq. Ft.
8,501 – 10,000 Sq. Ft.	500 Sq. Ft.
>10,000 Sq. Ft.	600 Sq. Ft.

- If the proposed ADU is not consistent with these size standards, a Conditional Use Permit will be required. An ADU may not exceed 1,200 Sq. Ft. in size.
- Number of Accessory Units: One residential accessory dwelling per lot
- Parking: One parking space per bedroom. Additional parking may be required provided that a justification could be made that the additional parking requirements are directly related to the use of the second unit and are consistent with existing neighborhood standards applicable to existing dwellings.
- Setbacks: Front, rear, side, and side-street yard setbacks of the parent zone shall apply. There shall be a minimum 10 feet between an accessory dwelling and the primary residence.
- Sewer and Water: Public sewer and water facilities shall be provided in the RD zones.
- Surface of Parking and Driveway Areas: a driveway shall serve each dwelling unit with a dust free surface constructed to the standards of Public Works.

Appendix I – Model Site Plan Review Regulations, including Addenda for Voluntary Architectural Design Standards for Gateway Districts

Note: *The legal language in this model reflects usage in New York state and must be revised accordingly in your state.*

SECTION I. AUTHORITY

In accordance with the provisions of state law, the Municipal Council hereby authorizes the Planning Commission to review and approve, approve with modifications, or disapprove site plans, and hereby adopts the following ordinance governing the approval or disapproval of site plans.

SECTION II. PURPOSES

A. General Purposes

The general purposes of this ordinance are to provide performance standards by which applications for development will be evaluated by the Municipality, and by which the actual performance of those operations and uses will be monitored by those officials for compliance. The purposes of these performance standards are to protect the Municipality in general, and abutting and neighboring landowners in particular, from any potential negative impacts that new nonresidential and multi-family uses may have on the physical environment and on the quality of life currently enjoyed by residents.

B. Specific Purposes

The specific purposes of the Site Plan Review process are to:

1. Provide for the safe and attractive development or change or expansion of use of the site and to guard against such conditions as would involve danger or injury to health, safety, or prosperity by reason of :
 - a. Inadequate drainage or conditions conducive to flooding of the property of that of another;
 - b. Inadequate protection for the quality of groundwater; and
 - c. Undesirable and preventable elements of pollution such as noise, smoke, soot, particulates, or any other discharge into the environment which might prove harmful to persons, structures, or adjacent properties.
2. Provide for the harmonious and aesthetically pleasing development of the municipality and its environs;
3. Provide for open spaces and green spaces of adequate proportions;
4. Require the proper arrangement and coordination of streets within the site in relation to other existing or planned streets or with features of the official map of the municipality;
5. Require suitably located streets of sufficient width to accommodate existing and prospective traffic and to afford adequate light, air, and access for firefighting apparatus and equipment to buildings, and be coordinated so as to compose a convenient system;
6. Require, in proper cases, that site plans showing new streets or narrowing or widening of such streets be submitted to the Planning Commission for approval;
7. Require that the land indicated on site plans submitted to the Planning Commission shall be of such character that it can be used for building proposes without danger to health; and
8. Require provisions, which will tend to create conditions favorable for health, safety, convenience, and prosperity.

SECTION III. SCOPE OF REVIEW

A. Commencement of Site Work

Whenever any development or change or expansion of use of a site governed by this ordinance is proposed or whenever any changes to such sites are proposed which differ from an existing site plan as previously approved by the Planning Commission, the owner of the property or his authorized agent shall apply for and secure from the Planning Commission approval of such proposed site development in accordance with procedures outlined in this ordinance, before any construction, land clearing, building development or change is commenced, and before any permit for the erection of any building or authorization for development on such site is granted.

B. Applicability

1. This ordinance shall apply to all new non-residential and multi-family uses as defined herein, except as specifically exempted by this ordinance. In addition, this ordinance shall apply to the following other kinds of development:

- a. A change of use category in existing structures from residential to non-residential or from single-family to multi-family;
- b. Modifications to building exteriors of non-residential or multi-family uses (including changes in roof shape or pitch), or any construction involving at least 500 sq.. ft. of floor area within any three year period;
- c. New parking lots related to a non-residential or multi-family use, or any expansion of existing parking lots by two or more parking spaces;
- d. The introduction of new processes or different materials used on the premises governed by these regulations, where such processes or materials would be likely to increase environmental impacts in terms of the “good neighbor” performance standards contained in Section VIII below.

C. Exemptions:

1. *The following uses or activities are specifically exempted from the requirements of this ordinance:*

- *single family dwellings (and accessory uses)*
- *farming operations (and accessory uses)*
- *all retail, service, and manufacturing businesses as existing on the date of adoption of this ordinance, at their current size, and with their current materials and processes.*

2. *Home occupations shall be exempt from the procedural requirements of this ordinance and shall not require site plan approval, provided that they comply with the Good Neighbor Standards in Section VIII.*

D. Initial Determination of Applicability

1. *The Code Enforcement Officer shall make the initial determination whether this ordinance applies to a proposed development. If the proposed development is determined to fall within the purview of this ordinance, the CEO shall then classify it as either a Minor Project or as a Major Project as provided in subsections 2 and 3 below.*

2. **A minor project** *is a use or combination of uses on a lot or a series of adjoining lots that requires Site Plan review and that, over a three-year period, falls within the following thresholds:*

- a. Construction of four or fewer multi-family dwelling units or a lodging facility with six or fewer bedrooms.
- b. Construction of facilities or structures for a non-residential use covering less than 2,500 square feet of building footprint.
- c. Alteration of existing structures or expansion of such structures by less than 1,000 square feet.
- d. Conversion of existing structures totalling less than 5,000 square feet to another use.
- e. Alteration and active use of less than 10,000 square feet of land, with or without structures (excluding soil mining).
- f. Soil mining that does not require a DEC permit.
- g. Construction of a structure that is 80 feet or less above average grade level.

3. **A major project is** any use or combination of uses on a lot or a series of adjoining lots that requires Site Plan Review and that, over a three-year period, exceeds the thresholds in subsection 2 above.

4. If an applicant or other interested party disagrees with the Code Enforcement Officer's determination as to the applicability of this ordinance or the classification of a project as major or minor, such party may request a determination from the Planning Commission. The Board shall make the final decision as to the necessity of Site Plan Review and the classification of the project as major or minor. (Note: If this ordinance is enacted as part of a local zoning law, appeals shall be only to the Town ZBA.)

E. Applicants' Compliance Responsibilities

1. This Site Plan Review Procedure in no way relieves the developer or his/her agent from compliance with the Town's Zoning Ordinance (if applicable), Subdivision Regulations (if applicable) or any other local ordinance pertaining to the proposed development. No site plan will be approved until it complies in all respects with any and all pertinent ordinances and regulations.

SECTION IV. DEFINITIONS OF SPECIAL TERMS USED IN THIS ORDINANCE

The definitions contained in standard dictionaries shall apply to these Site Plan Review regulations, with the following exceptions:

Accessory Use: A use that is both subordinate and customary to the principal use.

Home-based Business: See Home Occupation.

Home Occupation: An occupation or profession that is: customarily carried on in a dwelling unit or structure accessory to a dwelling; carried on by a member of the family residing in the dwelling unit and not more than one full-time nonresident employee; and clearly incidental and secondary to the use of the dwelling for residential purposes. Home occupations shall not include Home-based Businesses, which are characterized by more than one full time employee (or equivalent) not residing in the premises.

Code Enforcement Officer: A person appointed by the Municipal Board to administer and enforce ordinances and ordinances governing land use and development.

Dwelling Unit: A residential space including a kitchen or other area for food preparation, and one or more bathrooms, in addition to other living areas.

Multi-family Dwelling: A structure containing more than two dwelling units, or a lot containing more than two dwellings or manufacturing housing units.

Non-Residential Use: Any use other than a single-family, two-family, or multi-family dwelling, including a home-based business, but excluding home occupations as defined herein.

SECTION V. APPLICATION PROCEDURES

A. Procedures for Major Project Site Plan Approval

1. Applicability

This Section applies to **Major Project Site Plan** approval applications. See Section B for Minor Project Site Plan application procedures.

2. Pre-Application Meetings

Before filing an application, a preliminary conference with the Code Enforcement Officer and one person designated by the Planning Commission Chair is VERY strongly encouraged to discuss the nature of the proposed use and to classify it as a Major or Minor Project. If the Code Enforcement Officer classifies the project as a Major Project, a preliminary conference with the Planning Commission is required to discuss the nature of the proposed use and to determine the information that will need to be submitted in the Site Plan.

3. Submission

All Major Project Site Plans shall be submitted, with _____ copies (state number) as required by the Planning Commission, to the Planning Commission Secretary, who shall distribute them to the Planning Commission, and such other municipal boards, officials, and consultants as the Planning Commission deems appropriate. In addition to the Site Plan drawings, the applicant shall submit the Site Plan application fee, as established by the Municipality

4. Site Inspection

After preparing the *Existing Conditions Map*, applicants shall arrange for a site inspection of the property by the Planning Commission and other municipal officials, and shall distribute copies of said site analysis plan at that on-site meeting. Applicants, their site designers, and the landowner are encouraged to accompany the Planning Commission. Abutters shall also be notified in writing, and be invited to attend. The purpose of the visit is to familiarize local officials with the property's existing conditions and special features, to identify potential site design issues, and to provide an informal opportunity to discuss site design concepts, including the general layout of designated Greenway lands (if applicable), and potential locations for proposed buildings and street alignments. Comments made by municipal officials or their staff and consultants shall be interpreted as being only suggestive. It shall be understood by all parties that no formal recommendations can be offered, and no official decisions can be made, at the Site Inspection, which constitutes an informal Workshop Session of the Board

5. Public Hearing and Decision

The Planning Commission shall hold a public hearing on the Site Plan and shall follow the provisions on county referral, notice, hearings, and time limits, as detailed below:

1) Notice and Hearing

a) The Planning Commission shall hold a public hearing on a complete site plan review application within 62 days of its submission. The Board shall mail notice of the hearing to applicant at least ten days before the hearing and shall give public notice of such hearing by causing publication of a notice of such hearing in the official newspaper at least five days prior to the date thereof.

b) For all major projects, the applicant shall also be required to post a notice on a sign purchased from the Municipal Clerk stating that there is a pending application on the property, and providing the date, time, and place of the hearing, the place and times the application may be reviewed by the public, and a telephone number to call for further information. This sign shall be posted in public view in a conspicuous location within three days after the Planning Commission establishes a public hearing date, shall be updated if more hearing dates are scheduled, and shall remain in place until the day after the hearing is closed.

3) Action

a) The Planning Commission shall grant, deny, or grant subject to conditions the application for Site Plan approval within 62 days after the hearing for a Major Project. Any decision on a Major Project shall contain written findings explaining the rationale for the decision in light of the standards contained in this ordinance.

b) In approving a Site Plan, the Planning Commission may impose any conditions which it considers necessary to fulfill the requirements of this ordinance. These conditions may include specifying the location, character and number of vehicle access points; requiring landscaping, planting and screening; requiring clustering of structures and uses in order to preserve environmental resources and minimize the burden on public services and facilities; and requiring action by the applicant, including the posting of performance bonds and furnishing of guarantees to ensure the completion of the project in accordance with the conditions imposed.

c) The Site Plan shall be implemented as provided in Subsection C.

d) A copy of the decision shall be immediately filed in the Municipal Clerk's office and mailed to the applicant. A resolution of either approval or approval with modifications and/or conditions shall include authorization to the Planning Commission Chairman to stamp and sign the Site Plan upon the applicant's compliance with applicable conditions and the submission requirements stated herein.

e) If the Planning Commission's resolution includes a requirement that modifications be incorporated in the Site Plan, conformance with these modifications shall be considered a condition of approval. If the Site

Plan is disapproved, the Planning Commission may recommend further study of the Site Plan and resubmission to the Planning Commission after it has been revised or redesigned.

B. Procedure for Minor Project Site Plan Approval

The procedure for Minor Project Site Plan approval by the Planning Commission shall be the same as prescribed for Major Projects, except for the following:

1. A Minor Project application fee established by the City Council shall be paid.
2. No public hearing shall be required for a Minor Project Site Plan. The Planning Commission may, in its sole discretion, hold a public hearing. If no public hearing is held, the Planning Commission shall render a decision within 62 days of its receipt of a complete Site Plan application.
3. *Minor projects shall not be required to comply with the requirement of posting of signs contained in subsection A 2 (b).*

C. Implementation of Approved Site Plans

Within six months after receiving approval of a Site Plan, with or without modifications, the applicant shall submit _____ copies (state number) of the Site Plan to the Planning Commission for stamping and signing.

The Site Plan submitted for stamping shall conform strictly to the Site Plan Approved by the Planning Commission, except that it shall further incorporate any required revisions or other modifications and shall be accompanied by the following additional information:

1. Record of application for and approval status of all necessary permits from federal, state, and county officials.
2. Detailed sizing and final material specification of all required improvements.
3. An estimated project construction schedule. If a performance guarantee is to be provided by the applicant for all or some portion of the work, a detailed site improvements cost estimate shall be included.
4. Upon stamping and signing the Site Plan, the Planning Commission shall forward a copy of the approved Site Plan to the Code Enforcement Officer, and the applicant. The Code Enforcement Officer may then issue

a Building Permit or Certificate of Occupancy if the project conforms to all other applicable requirements.

D. Performance Guarantee

No Certificate of Occupancy shall be issued until all improvements shown on the Site Plan are installed, or a sufficient performance guarantee has been posted for improvements not yet completed. The performance guarantee shall be posted in accordance with Section VII below.

SECTION VI. SUBMISSION REQUIREMENTS

A. General Requirements

Every application shall be accompanied by a plan showing information relevant to the proposal, including those matters addressed in this Section. All Major Project Site Plans shall show the items listed below, unless a waiver from any of these is granted by the Board. All existing conditions shall be drawn in solid lines, proposed conditions shall be drawn in dotted lines.

B. Required Information for Existing Conditions Map

The Existing Conditions Map shall be prepared to provide the developer and the municipality with a comprehensive analysis of existing conditions on the proposed development site. It shall show the location and use of all existing

structures within the property (including all dimensions of height and floor area, all exterior entrances, and all anticipated future additions and alterations), plus existing roads, utilities, and other man-made features, as well as natural and cultural features that may influence the design of the proposed use. The Municipality shall review the Map to assess its accuracy, conformance with municipal ordinances, and likely impact upon the natural and cultural resources on the property. Unless otherwise specified by the Planning Commission, such plans shall generally be prepared at the scale of 1" = 50' or 1" = 100', whichever would fit best on a single standard size sheet (24" x 36"). The following information shall be included in this Map.

1. A vertical aerial photograph enlarged to a scale not less detailed than 1 inch = 200 feet, with the site boundaries clearly marked.
2. Topography, the contour lines of which shall generally be at two-foot intervals, determined by photogrammetry (although 10-foot intervals are permissible beyond the parcel boundaries, interpolated from U.S.G.S. published maps). The determination of appropriate contour intervals shall be made by the Planning Commission, which may specify greater or lesser intervals on exceptionally steep or flat sites. Slopes between 15 and 25 percent and exceeding 25 percent shall be clearly indicated. Topography for sites greater than ten acres shall be prepared by a professional land surveyor or professional engineer from an actual field survey of the site or from stereoscopic aerial photography and shall be coordinated with official U.S.G.S. benchmarks
3. The location and delineation of ponds, streams, ditches, drains, wells, vernal pools, and natural drainage swales, as well as the 100-year floodplains and wetlands, as defined in the Zoning Ordinance. Additional areas of wetlands on the proposed development parcel, such as vernal pools, shall also be indicated, as evident from testing, visual inspection, or from the presence of wetland vegetation.
4. Vegetative cover conditions on the property according to general cover type including cultivated land, permanent grassland, meadow, pasture, old-field, hedgerow, woodland and wetland, trees. Consult local university extension with respect to the diameter at which a tree becomes noteworthy.
5. Soil series, types and phases, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service in the published soil survey for the county, and accompanying data published for each soil relating to its suitability for construction (and, in unsewered areas, for septic suitability).
6. Geologic formations on the proposed development parcel, including rock outcroppings, cliffs, sinkholes, and fault lines, based on available published information or more detailed data obtained by the applicant.
7. All existing man-made features including but not limited to streets, driveways, farm roads, woods roads, buildings, foundations, walls, wells, drainage fields, dumps, utilities, fire hydrants, and storm and sanitary sewers.
8. Locations of all historically significant sites or structures on the tract, including but not limited to cellarholes, stonewalls, earthworks, and graves.
9. All easements and other encumbrances of property, which are or have been filed of record with the Recorder of Deeds shall be shown on the plan.

C. Required Information for Conceptual Sketch Plan (Overlay Sheet)

1. A *Sketch Plan Overlay Sheet* shall be submitted by the applicant as a diagrammatic basis for initial discussion with the Board, the Planning Commission, and the County Planning Commission regarding the design of a proposed subdivision or land development. The purpose of the *Sketch Plan Overlay Sheet* is to help applicants and officials develop a better understanding of the property and to assist in establishing an overall design approach that respects its special or noteworthy features, while providing for the density permitted under the local zoning law.
2. To provide a full understanding of the site's potential and to facilitate the most effective exchange with the Planning Commission, the *Sketch Plan* shall include the information listed below. Many of these items can be taken from the *Existing Conditions Map*, a document that must in any case be prepared and submitted no later than the date of the Site Inspection.
3. To facilitate review, enabling officials to see clearly and quickly how well (or not) the *Sketch Plan* succeeds in designing around critical site features and potential greenway linkages, the diagrammatic *Sketch Plan* shall be prepared as a translucent or transparent overlay sheet placed on top of the *Existing Resources and Site Analysis Map*. Both of these drawing shall be produced at the same scale.

- a) Name and address of the legal owner, the equitable owner, and/or the applicant;
- b) Name and address of the professional engineer, surveyor, planner, architect, landscape architect, or site designer responsible for preparing the plan;
- c) Graphic scale (not greater than 1" = 200 ft.; however, dimensions on the plan need not be exact at this stage) and north arrow;
- d) Approximate tract boundaries, sufficient to locate the tract on a map of the municipality;
- e) Context map;
- f) Zoning district;
- g) Streets on and adjacent to the tract (both existing and proposed);
- h) 100-year floodplain limits, and approximate location of wetlands, if any;
- i) Proposed location of buildings and major structures, streets, traffic circulation, parking areas, shade tree plantings, landscaped areas, stormwater management areas, and other improvements; and
- j) General description of proposed method of water supply, sewage disposal, and stormwater management.

D. Required Information for Site Plan of Proposed Development

1. An application for Site Plan approval shall be accompanied by plans and descriptive information sufficient to clearly portray the intentions of the applicant. Minor Project Site Plans shall contain only such information as the Planning Commission deems necessary to conduct an informed review. Major Project Site Plans shall be prepared by a licensed professional engineer, architect, or landscape architect, in good standing in the State of Minnesota and shall include the following (unless waived):

- a. Name of the project or identifying title; names and addresses of owners of record; and tax map and lot number. If the applicant is not the record owner, a letter of authorization shall be required from the owner.
- b. North arrow, boundaries, date, scale of the plan, name and address of person preparing the plan; signature block for Planning Commission approval. The plan shall be prepared, stamped and signed by a registered Professional Engineer or registered Land Surveyor, architect, or landscape architect in good standing in the State of Minnesota.
- c. Context information shown on an vertical aerial photograph enlarged to a scale not less detailed than 1 inch = 100 feet, with the site boundaries clearly marked showing the location of the site in relation to physical features and existing land-uses within 500 feet in all directions, including existing public streets, together with the zoning district boundaries (where applicable). This information may be derived from existing published data available from governmental agencies, and from aerial photographs.
- d. The location, height, size, materials, and design of all proposed buildings and signs.
- e. The location of all present and proposed public and private ways, off-street parking areas, driveways, outdoor storage areas, sidewalks, ramps, curbs, and paths. The location, type, and screening details for all waste disposal containers shall also be shown.
- f. The location, height, intensity, and bulb type (sodium, incandescent, etc.) of all external lighting fixtures, both proposed and existing (if not proposed to be removed). The direction of illumination and methods to eliminate glare onto the public roadway and adjoining properties must also be shown. A footprint of the areas receiving direct rays of illumination may also be required to be submitted.
- g. The location of all present and proposed utility systems including:
 - 1) Sewage or septic system;

- 2) Water supply system;
 - 3) Telephone, cable, and electrical systems; and
 - 4) Storm drainage system including existing and proposed drain lines ,culverts, catch basins, headwalls, endwalls, hydrants, manholes, drainage swales, and infiltration/recharge areas.
- h. Location of existing and proposed on-site wells (showing the appropriate protective radius) as defined by applicable laws or regulations of governmental authority having jurisdiction thereof.
- i. Erosion and sedimentation control plan to prevent the pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable. The Planning Commission may require that storm run-off calculations be submitted.
- j. Existing and proposed grades and topographic contours at two-foot contour intervals, or such other contour interval as the Board shall specify, with spot elevations and base flood elevations where appropriate. All elevations shall refer to the nearest United States Coastal and Geodetic Bench Mark. If any portion of the parcel is within the 100-year floodplain, the area(s) shall be shown, and base flood elevations given. Areas shall be indicated within the proposed site and within 50 feet of the proposed site where soil removal or filling is required, showing the approximate volume in cubic yards. The determination of appropriate contour intervals shall be made by the Planning Commission, which may specify greater or lesser intervals on exceptionally steep or flat sites. Slopes between 15 and 25 percent and exceeding 25 percent shall be clearly indicated. Topography shall be prepared by a professional land surveyor or professional engineer from an actual field survey of the site or from stereoscopic aerial photography and shall be coordinated with official U.S.G.S. benchmarks.
- k. A landscape, planting, and grading plan showing proposed changes to existing features.
- l. Where applicable, zoning district boundaries within 200 feet of the site's perimeter shall be drawn and identified on the Site Plan, as well as any Overlay District boundaries applying to the property.
- m. Identification of access to the site, sight distance at the access point(s), curb cuts and proposed changes (if any) to existing streets; and copy of any driveway permit(s).
- n. Traffic flow patterns within the site, entrances and exits, and loading and unloading areas, as well as curb cuts on the site and within 100 feet of the site. Location of existing and proposed sidewalks and driveways, with indication of direction of travel for any which are one-way. Both vehicular and pedestrian circulation shall be shown. The Planning Commission may, at its discretion, require a detailed traffic study for large developments or for those in heavy traffic areas.
- o. The location and total number of parking spaces, loading spaces and other similar facilities associated with the use.
- p. For new construction or alterations to any structure, a table containing the following information shall be included:
- 1) Estimated area of structure intended to be used for particular uses, such as retail operation, office, storage, etc.;
 - 2) Estimated maximum number of employees;
 - 3) Maximum seating capacity, where applicable; and
 - 4) Number of parking spaces existing and required for the intended use.
- q. Plans for disposal of construction and demolition waste, either on-site or at an approved disposal facility.
- r. Where appropriate, a cultural resource survey of resources with historic or archaeological significance.
- s. Other information that may be deemed necessary by the Planning Commission.

E. Other Documentation

1. It is the responsibility of the applicant to seek and obtain all appropriate permits from any or all agencies, whichever may apply, including but not limited to the County Health Department, the Municipal Water and Sewer Commission, the Zoning Board of Appeals (if applicable), MN Department of Transportation, the MN Department of Environmental Conservation, and other agencies with jurisdiction over the project. These approvals and permits need not be obtained prior to submission of an application under this ordinance, but any approval granted under this ordinance shall be conditioned upon such permits and approvals being obtained by the applicant within one year of Site Plan approval under this ordinance.
2. An Erosion Control Plan shall be submitted where one or more of the following conditions are present:
 - a. A cumulative disturbed area exceeding 20,000 square feet
 - b. Construction of a road or a street
3. An adequate stormwater drainage system developed by a registered professional Engineer, licensed in Minnesota, in accordance with the state model regulations for Stormwater Management and Erosion & Sediment Control, and its accompanying Guidelines.
4. An adequate plan for snow removal. This plan should be developed with, and approved by, the Municipal Public Works Director.
5. Copies of recordable instruments conveying any proposed or existing easements, covenants, deed restrictions, conservation easements, etc.
6. "As-Built" Plans and Inspection of Improvements. No Certificate of Occupancy shall be granted until the applicant has filed a set of as-built plans with the Code Enforcement Officer, indicating any deviations from the approved Site Plan. The Code Enforcement Officer shall be responsible for the inspection of site improvements, including coordination with the Town's consultants and other local officials and agencies, as may be appropriate, and shall grant a Certificate of Occupancy upon a finding that the project as built complies in all material respects with the Site Plan.

SECTION VII. PERFORMANCE GUARANTEES

- A. As a condition of approval, the Planning Commission shall require the posting of a performance guarantee. Such performance guarantee shall be in an amount sufficient to defray the cost of construction of all on-site improvements as required by the Planning Commission as part of its approval of the site plan. The amount and sufficiency of such performance guarantee shall be determined by the Municipal Council after consultation with the Planning Commission, Municipal Attorney, Code Enforcement Officer, other local officials, and the municipality's consultants. The amount of the security shall be based on an estimate of such costs provided by the applicant's engineer or surveyor, plus an additional 15 percent for inflation and contingencies. The amount of security shall also include fees to cover the cost of periodic inspections by the relevant Municipal Department and/or the registered professional Engineer retained by the Planning Commission. At the discretion of the Planning Commission, the calculation of the proposed security shall be reviewed by an independent engineer. All costs of such review shall be paid by the applicant. The security shall be approved as to amount, form and sureties by the Planning Commission and the municipal legal counsel.
- B. Where electric lines or other utilities are to be installed by a corporation, municipal department, or public utility, a letter of intent shall be required stating that the work will be done in reasonable time and without expense to the Municipality. Each approved site plan shall contain a time limit for the completion of streets and public improvements. The performance guarantee shall be released in phases as portions of the secured improvements or installations are completed, In accordance with the plan approved by the Planning Commission
- C. It shall be a condition of site plan approval that all relevant and applicable permits of other governmental jurisdictions shall be obtained, be at all times in force and that the property to which they apply shall be at all times in compliance therewith. Site plan revocation proceedings pursuant to Section XII.C may commence at the discretion of the Planning Commission for any violation of the foregoing condition. All such proceedings shall accord notice and hearing to the permittee.

SECTION VIII. "GOOD NEIGHBOR" PERFORMANCE STANDARDS

A. Design of Development

The site shall be designed to respect and to fit the existing and man-made environments which it affects, with the minimum stress or impact, as follows:

1. Site preparation shall be conducted with minimal disturbance to existing vegetation. Stripped topsoil shall be piled and reused on the site where needed. A minimum of four inches of topsoil shall be placed on unpaved, disturbed areas. Landscaped areas shall be thickly planted with an emphasis on native specie trees, shrubs, and perennial flowers, as delineated in the landscape plan.
2. Landscape treatment shall consist of natural, undisturbed vegetation or features, or newly installed ground cover, shrubs, or trees where appropriate. Where a buffer or natural screen is required by the Planning Commission, such buffer or screen shall be permanent and sufficient, in the opinion of the Planning Commission, to protect the abutting property from unreasonable environmental impacts such as noise, lighting or intrusion of traffic to or from the proposed development, during all seasons of the year.
3. Grading and filling shall be conducted to minimize alterations to the existing natural terrain and surface and subsurface drainage to, toward or across abutting properties.

B. Access, Traffic Control, and Pedestrian Safety

1. New non-residential land developments having frontage on state or county highways, shall be designed with shared access points to and from the highway, wherever practicable. For each use with less than one hundred (100) feet of street frontage a maximum of one access lane to such street shall be allowed. In all other instances, normally, a maximum of two accesses shall be allowed per parcel or development (one ingress, one egress, for example), regardless of the number of businesses served.
2. All vehicular movements to and from state or county highways ways into residential lots that are subdivided after the effective date of this ordinance shall be via a single common driveway or entranceway serving all lots or dwellings. All lots of record existing at the effective date of this ordinance shall be allowed one direct access to such thoroughfares, provided that minimum sight-distance standards can be met. Exceptions for a second entrance/exit may be granted by the Planning Commission provided that the two access points are not closer than 500 feet and that they both meet applicable minimum sight-distance standards.
3. Access to public streets shall also meet the requirements of the MN Department of Transportation, the Municipal Zoning and Subdivision Regulations (if applicable), and the Municipal Highway Department. The internal traffic pattern must accommodate the proposed use, as well as providing unimpeded access for emergency vehicles.
4. Sidewalks, of a kind, size and type specified by the Planning Commission as part of its approval, shall be provided for pedestrian traffic to provide connection between the main entrances of businesses, housing or industrial establishments and parking areas. In the event that pedestrian shoppers or employees are reasonably anticipated, provision shall be made for sidewalks running from the street line to the establishments. All such sidewalks shall be at least six (6) inches above grade and protected by curbing.

C. Dust, Fumes, Vapors, Gases and Odors

1. Emission of smoke, dust, dirt, fly ash or other particulate matter, or of noxious, toxic or corrosive fumes, vapors or gases in such quantities as to be evident or perceptible at the property line of any lot on which a use is conducted, or which could be injurious to human health, animals, or vegetation; detrimental to the enjoyment of adjoining or nearby properties; or which could soil or stain persons or property, at any point beyond the lot line of the commercial or industrial establishment creating that emission shall be prohibited.
2. In addition, no land use or establishment shall be permitted to produce harmful, offensive, or bothersome odors, scents, or aromas, (such as, but not limited to, those produced by manufacturing processes, food preparation, food processing, fish sales, rendering, fermentation processes, decaying organic matter, and incinerators) perceptible beyond their lot lines, either at ground or habitable elevation. The location

and vertical height of all exhaust fans, vents, chimneys, or any other sources discharging or emitting smoke, fumes, gases, vapors, odors, scents or aromas shall be shown on the plan, with a description of the source materials.

D. Solid Waste Management

1. No storage of solid or liquid waste shall be permitted in excess of 30 days, and solid waste consisting of perishable food items shall be removed from the premises after no more than seven days. All refuse containers shall have tight-fitting lids and shall be enclosed or screened so as to not be visible at property lines.
2. The applicant shall provide for the disposal of all solid and liquid wastes in an environmentally safe manner. The Board shall consider the impact of particular industrial or chemical wastes or by-products upon the Town's disposal method and/or disposal area (in terms of volume, flammability or toxicity) and may require the applicant to dispose of such wastes elsewhere, in conformance with all applicable State and Federal regulations. The Board may require the applicant to specify the amount and exact nature of all industrial or chemical wastes to be generated by the proposed operation.

E. Glare and Outdoor Illumination

1. Outdoor lighting shall be controlled in both height and intensity maintain the City's rural character. Therefore, no lighting from any land-use or establishment shall project beyond its lot lines onto neighboring properties, or onto any public road or state highway so as to impair the vision of the driver of any vehicle upon that public way. To achieve this, light standards are restricted to a maximum of eighteen (18) feet in height, and luminaires shall be shielded to prevent light shining beyond the lot lines into neighboring properties or public ways.
2. Indirect lighting shall be used on signs advertising goods or services offered on the premises. Blinking or flashing lights or signs are not permitted.
3. Outdoor lighting is restricted to that which is necessary in the opinion of the Planning Commission for advertising and security of the property.
4. Where there is a mix of residential and commercial or industrial uses, and where light rays from on-residential lighting sources would otherwise fall onto residential property, all outdoor lighting (except for security purposes) shall be hooded and/or screened to prevent such light trespass, or shall be turned off between 11 p.m. and 6 a.m. Exceptions will be granted for those businesses which are operating during these hours.
5. Under no circumstances may the light level at the lot line exceed 0.2 foot-candles, measured at ground level.

F. Ground Water Supply and Pollution Control

1. To avoid undesirable and preventable elements of pollution such as noise, smoke, particulate, or any other discharges into the environment which might prove harmful or a nuisance to persons, structures, groundwater, or adjacent properties it is the responsibility of the applicant to employ the best standards and technology economically available at the time. No plan shall be approved which does not appropriately protect groundwater and other natural resources from adverse conditions caused by the development.
2. All outdoor storage facilities for fuel, chemicals, or industrial wastes, and potentially harmful raw materials, must be located on impervious pavement, and shall be completely enclosed by an impervious dike high enough to contain the total volume of liquid kept in the storage area, plus the accumulated rainfall of a fifty (50) year storm. This requirement is intended to prevent harmful materials from spilling and seeping into the ground, contaminating the groundwater.
3. Storage tanks for heating oil and diesel fuel, not exceeding two hundred seventy five (275) gallons in size, may be exempted from this four (4) feet of the surface, and that rapidly permeable sandy soils are not involved.

G. Stormwater Management and Aquifer Recharge

1. No increase in the peak flow of surface runoff shall be permitted if such increased runoff passes beyond the property lines of the parcel upon which the development occurs, unless it is within an approved public storm drainage system. Notwithstanding the foregoing, the Planning Commission may consider the adverse impact caused by drainage, whether or not it is within an approved public storm drainage system upon downstream properties or conditions.
2. All stormwater management systems for sites involving more than 5,000 sq. ft. of impervious coverage shall be designed as bio-retention areas promoting aquifer recharge. "Best Management Practices" shall be followed (such as those recommended by the UDSA Natural Resources Conservation Service, or by the Center for Watershed Protection in Ellicott City, MD).

H. Heat, Radiation, Electrical or Magnetic Interference, and Explosive Hazards

1. No use shall permit perceptible heat or radiation beyond the property line, nor shall it endanger surrounding areas by reason of an unusual fire, explosion, or other safety hazard. In addition, no use shall result in electrical, magnetic, or other interference with any use, process, equipment, appliance, or device located beyond the property line of the property on which the use is located.

I. Off-Street Parking and Loading

1. Adequate off-street parking and loading space shall be provided, including off-street areas for maneuvering of anticipated trucks or other vehicles. This shall not result in the creation of excessive numbers of parking spaces that would be used only at peak times.
2. Parking lots shall be provided only at the side or to the rear of non-residential buildings that are visible from city streets. When rear parking areas would abut existing residential development, the parking lots and outdoor lighting shall be effectively screened from view by a solid wooden fence six feet high, lights directed toward the proposed development and away from neighboring residences, or similar protective measures.
3. When rear or side parking is not practicable due to physical conditions of the site, thickly vegetated buffers shall be provided, whose width, length, and planting materials shall be sufficient to visually screen parked vehicles from the public way. In village situations, this screening shall consist of deciduous shade trees spaced at 30-foot intervals, underplanted with a hedge between 36 and 42 inches in height. In rural situations, a less formal planting scheme including taller hedges and/or denser plantings shall be utilized.
4. Access, parking, and loading areas shall be constructed so as to minimize dust, erosion, and runoff conditions that would have a detrimental effect on abutting or neighboring properties.
5. Permeable surfaces may be used which reduce the need for installation of drainage facilities to accommodate runoff. However, the Planning Commission may require that access, parking and loading areas be conventionally paved, if deemed appropriate.

J. Landscaping and Screening

1. All existing roads, and proposed access streets and ways, shall be lined with shade trees planted at intervals not less than 40 feet. Such plantings shall be on both sides of any new street or access way. Parking lots shall be provided with at least two shade trees (of 2.5" caliper, dbh) for every 15 car spaces, evenly distributed throughout such lots. Streets and access ways shall be planted with shade trees at no less than 40-foot intervals, close enough to the traveled way so as to create a canopy effect in decades to come. Shade trees shall therefore generally be planted in planting strips (sometimes called "tree lawns") at least four feet wide, located between the pavement or curb and the continuous sidewalk or footpath system (which shall also be required). Species shall be selected according to the following criteria:
 - a. cast moderate shade to dense shade in summer;
 - b. long-lived (over 60 years);
 - c. mature height of at least 50 feet;
 - d. be tolerant of pollution and direct or reflected heat;

- e. require little maintenance, by being mechanically strong (not brittle) and insect-and disease-resistant;
- f. be able to survive two years with no irrigation after establishment; and
- g. be of native origin, provided they meet the above criteria

Among the species that are recommended in this ordinance are red maple, Shademaster golden locust, and littleleaf linden. For further relevant information, see Appendix G.

2. All streets and access ways shall be provided with sidewalks, preferably of brick, stone or concrete paving block in commercial areas. Street lighting shall utilize cast-iron posts that are decorative but not overly ornate and, in order to ensure consistency, the final decision on their style, height, color and brightness shall rest with municipal officials.
3. On -street parking shall be provided in parking lanes parallel to curbs. Parking lanes shall be encouraged to be surfaced with alternative materials, textures or colors (such as asphalt with red-colored stone chips steamrolled in just after the asphalt is laid). Such on-street parking shall be supplemented, wherever necessary, by off-street parking areas that are screened from the street by landscaping and low fences or walls (vehicle "hood-height").
4. Buildings shall generally be located close together with minimal-side yard areas, in order to form a fairly continuous row of shop fronts.
5. Where new fencing is greater than four feet in height, or more than 20 feet in length, it shall be softened visually with tree and shrub plantings.
6. In instances where healthy plant material exists on a site prior to its development, the Planning Commission may adjust the application of the above mentioned standards to allow credit for such plant material if, in its opinion, such an adjustment is in keeping with and will preserve the intent of these standards.
7. Appropriate screening/buffers are to be maintained or installed to provide privacy and noise reduction to residential areas abutting nonresidential sites:
 - a) Where all of the required off-street parking cannot be located behind the building, buffer areas shall be planted along the public edge of front or side parking lots. Such areas shall be at least ten feet wide with dense evergreen plantings thirty inches high and canopy shade trees planted not less than 30 feet apart and parallel to the public way. All trees shall be a minimum of 2.5-inch caliper (trunk diameter, dbh) when planted. Native trees and shrubs shall be planted wherever possible, in order to capture the "spirit of the locale" through indigenous species (such as lilac, viburnum, day lilies, ferns, red-twig dogwood, oak, maple, sycamore, linden, hawthorne, birch, shadbush, etc.). Where evergreen hedges are proposed, a temporary fence should be built to provide screening until the evergreens are of sufficient height. In all residential districts and in village and hamlet overlay districts, screening shall consist of deciduous shade trees and low shrubbery
 - b) Buffer strips between single-family residential and multi-family residential uses, and between non-residential and residential uses, shall consist of either solid wooden fencing at least six feet high, or dense vegetation that will effectively screen nonresidential and multi-family uses from the sight of single-family residential uses during both summer and winter months.
 - c) Storage areas and garbage collection areas must be fenced or screened.

K. Water Supply and Sewage Disposal Systems

1. These utility systems must be sized to adequately meet the needs of the proposed use under the regulations of the MN Department of Environmental Conservation, County Health Department, and/or the Municipal Water and Sewer Department regulations. It shall be the responsibility of the applicant to provide adequate information to demonstrate that the area if the lot is adequate to permit the installation and operation of an individual sewage disposal system or that existing systems are adequate to serve the needs of the proposed development.

L. Flood Damage Prevention

Applications for site plan approval shall comply with the provisions of the city's Flood Damage Prevention Law

SECTION IX. ADMINISTRATION AND ENFORCEMENT

This ordinance shall be administered by the Planning Commission and the Code Enforcement Officer. The enforcement of this ordinance is vested with the Code Enforcement Officer and the Municipal Council. The CEO shall not issue any building permits for construction which requires site plan approval until or unless such planned construction has received site plan approval by the Planning Commission.

A. Burden of Proof

1. The applicant for a permit to construct or operate a proposed business or processing use has the burden of proof of demonstrating, as a condition of approval:

- a. that the proposed use will comply with the standards contained or referred to above; and
- b. that adequate provisions will be made to reduce and minimize any objectionable elements to the degree necessary to insure that the proposed use will not be noxious, hazardous, or offensive as defined above.

2. In order to determine that adequate safeguards are provided, the Planning Commission may:

- a. require that the applicant submit necessary information, plans, impartial expert judgments, and written assurances;
- b. obtain the expert advice of official agencies, or of private consultants; and
- c. make such reasonable tests as are deemed necessary.

C. Waivers

Any portion of these regulations may be waived or modified if the Planning Commission reasonably finds such requirements not to be requisite in the interest of public health, safety, or general welfare or inappropriate to a particular site plan, in accordance with the provisions of state law.

D. Abatement of Violations

The Code Enforcement Officer or the Municipal Council may issue a stop-work or cease-and-desist order and/or institute an appropriate legal action or proceeding to prevent, restrain, correct, or abate any violation of this ordinance to prevent the occupancy of premises, or to prevent any activity, business, or use that violates this ordinance.

E. Penalties

Any person who violates any provision of this ordinance or who fails to do any act required thereby shall, for each and every such violation, pay a civil penalty of not more than \$100.00. When a violation of any of the provisions is continuous, each day thereof shall constitute a separate and distinct violation subjecting the offender to an additional penalty.

F. Application for Area Variance

Where a proposed Site Plan contains one or more features which do not comply with the dimensional regulations of the zoning law (if applicable), application may be made to the Zoning Board of Appeals for an area variance without a decision or determination by the Code Enforcement Officer.

G. Judicial Review

Any person aggrieved by a decision of the Planning Commission may apply to the state Supreme Court for review by a proceeding under the Civil Practice Law and Rules as provided in state law.

SECTION X. SITE PLAN AMENDMENTS, EXPIRATION, REVOCATION, AND ENFORCEMENT

A. Site Plan Amendments

An approved Site Plan may be amended by filing an application with the Planning Commission for a Site Plan amendment.

1. If the Planning Commission finds that such proposed amendment does not represent a substantial change from the approved Site Plan, it shall grant the amendment without a hearing.
2. If the Planning Commission determines that the proposed amendment is not consistent with the terms of an approved Site Plan approval, it shall follow the procedures for Site Plan approval contained in this ordinance and hold a public hearing if the amendment would be considered to be a Major Project.

B. Expiration

A Site Plan approval shall expire if the applicant fails to obtain the necessary Building Permits or fails to comply with the conditions of the Site Plan approval within 18 months of its issuance. The Planning Commission may grant a one-time six-month extension.

C. Revocation

A Site Plan approval may be revoked by the Planning Commission with notice to the permittee and an opportunity to be heard, if the permittee violates the conditions of the Site Plan approval or engages in any construction or alteration not authorized by the Site Plan approval.

D. Violation of Conditions

Any violation of the conditions of a Site Plan approval shall be deemed a violation of this ordinance, and shall be subject to enforcement action as provided herein.

SECTION XI. VALIDITY AND SEVERABILITY

If a court shall hold any provision of these regulations invalid for any reason, such holding shall not invalidate in any manner any other provision contained herein.

SECTION XII. AMENDMENTS

The Municipal Council may amend these regulations by ordinance.

SECTION XIII. CONFLICTS

In the event of a conflict between provisions of this ordinance or of a provision of this ordinance with any other regulation or law, the provision that adopts the stricter standard or imposes the greater burden shall control.

SECTION XIV. EFFECTIVE DATE

This ordinance, and any amendments thereto, shall take effect ten days after filing with the office of the Secretary of State of the State of Minnesota.

ADDENDUM

Voluntary Architectural Design Standards for Gateway Districts

The following design standards are applicable when applicants request an intensification of their land use, to allow more density or more intense utilization of their property than is allowed by right as a Permitted Use. When such increased intensification is requested, local officials may require additional and more detailed architectural standards in return for granting such use-intensification.

Commentary: *The following standards are reproduced verbatim from my fifth book, Crossroads, Hamlet, Village, Town. They are being provided in this addendum to my technical memo as a potential source of ideas and ordinance language which local officials may wish to draw from, as they update their regulations. These regulations have not yet been reviewed for conformance with state statutes or case law, but if the general principle mentioned in the above paragraph is valid in your state the standards themselves should not be an issue.*

Because architectural traditions and taste vary widely across the country, architectural design guidelines are not included in the model ordinance regulations, but suggested text is provided here. Each municipality must decide what types of regulations may be appropriate for its circumstances, and should insert its own requirements. Readers may be surprised to learn that, although architectural design standards are usually not enforceable outside designated historic districts, in this case they are defensible because the Village Design Overlay District is (a) purely optional and (b) offers density incentives.

The use of the words “should” and “may” is purposeful; when “shall” is not used, the standard is a voluntary guideline rather than a requirement.

- a. Massing. All new construction shall be of similar scale and massing as buildings shown in [source document or reference for design guidelines]. To harmonize with the traditional scale of commercial buildings in historic hamlets and villages, the massing of larger commercial buildings shall be de-emphasized using (but not limited to) one of the following methods:
 - 1) The use of projecting and recessed sections, to reduce their apparent overall bulk. Facade breaks shall be at least three (3) feet in depth. Such breaks in facades and roof lines shall occur not more frequently than the width of two historic shopfronts (approximately 25 feet each).
 - 2) New commercial buildings shall not contain more than 3,500 square feet (above grade), and those with more than 1,500 square feet of floor space (above grade) shall be at least 1-1/2-stories in height.

Commentary: *This maximum building size threshold is intended to help produce traditional downtown streetscapes, rather than accommodating the construction of shopping centers with “village” residential areas attached to them. However, this maximum size threshold may be significantly increased in locations capable of supporting major retail uses (such as highway intersections), when such uses are permitted under local zoning and also provided for in the Comprehensive Plan.*

- 3) Storefront buildings fronting on the same street and located on the same block shall be attached, or located not more than fifteen (15) feet apart, except when separated by a “pocket park” or a common, green or square.
 - 4) Storefront buildings shall have at least 60 percent of their front facade coincident with their street frontage, including frontage onto courtyards.
- b. Architectural Style and Detail.
 - 1) Buildings may be either traditional in their architectural character or a contemporary expression of historically traditional styles and forms, respecting the scale, proportion, character, and materials of shops as shown in [source document or reference for design guidelines].
 - 2) Buildings shall articulate the line between the ground and upper levels with a cornice, canopy, balcony, arcade or other architectural feature.

- 3) The use of special architectural elements, such as but not limited to towers, turrets and corner cut-offs, is encouraged at major street corners to accent structures and provide visual interest. These elements shall be in scale with the overall structure.

c. Main Entrances.

- 1) As one of the most important parts of the facade, the main entrance shall be easily identifiable. Doors and entryways shall follow a traditional storefront design (usually recessed) and shall be compatible with the architectural style of the structure.
- 2) Main entrances shall be from the front sidewalk, except in courtyard designs. Secondary entrances may open to a rear parking lot.
- 3) When a building is located on a corner, the entrance shall be located on the corner with an appropriate building articulation, such as a chamfered corner, turret, canopy or other similar building feature.

d. Rear Entrances and Facades. When rear parking is provided, the provision of secondary rear entrances and pleasing rear facades is strongly encouraged. The design of the rear entrances and facades should be appropriately detailed to provide an attractive appearance, but should not be overly embellished to compete with the main storefront.

- 1) The following requirements shall be met:
 - a) Adequate lighting shall be provided for security, pedestrian safety and decorative purposes.
 - b) Trash and service areas, utility lines, mechanical equipment and meter boxes shall be appropriately screened from customer entrances.
- 2) The following guidelines should be followed:
 - a) Planters, awnings and landscaping may be used to identify rear entrances as well as improve the appearance of the structure.
 - b) Rear entrances should be marked by attractive signs. Signs should be modestly scaled to fit the character of the more utilitarian rear facade.
 - c) Windows and/or display cases shall be used to attract shoppers.

e. Windows.

Commentary: Windows are of critical importance in storefront design. Windows create a visual rhythm of structural openings and provide views of the interior.

- 1) The front elevation of commercial and office buildings shall provide a minimum of 60 percent and a maximum of 85 percent transparency (windows) at ground level. One side elevation shall provide at least 30 percent transparency. Transparency on other elevations is optional. Transparency is measured in lineal fashion; for example, a 100-foot long building shall have at least 60 feet in length of windows. Transparency shall be measured flush with the building wall.
- 2) Buildings shall include large front windows on the ground level, with sills between 12 and 18 inches above sidewalk level and lintels 9 to 12 feet above sidewalk level.
- 3) Clear glass (providing a minimum of 88 percent light transmission) shall be used on ground floor windows. Tinted glass providing a minimum of 50 percent light transmission

shall be limited for use only in transoms and windows above the ground floor. The use of bronze tinted or reflective glass is prohibited.

- 4) The use of transom windows is strongly encouraged.
- 5) If aluminum window frames are used they shall be either factory coated or anodized a dark color. Bare aluminum or gold color window frames are prohibited.
- 6) If shutters are used, appropriate hardware (hinges, pulls, etc.) shall be used. Shutters shall be proportioned to cover one-half the width of the window.
- 7) Display cases on the rear elevation of buildings may project 18 inches.

f. Roofs.

- 1) Roofs shall be pitched with overhanging eaves, or flat with articulated parapets and cornices. Desired roof materials include slate (either natural or manmade), shingle (either wood or asphalt composition), and metal formed to resemble "standing seams." Roof color shall be traditional, within the range of colors found on buildings shown in [source document or reference for design guidelines]. Specifically excluded are white, tan, or blue shingles, and corrugated metal. The use of fascias, dormers, and gables is encouraged to provide visual interest. All gables shall be functional.
- 2) Gas station canopies shall have pitched roofs and the lighting shall be from luminaries recessed into the ceilings of said canopies, so that the lighting elements themselves are not visible from or beyond the lot lines. Gas station canopy ceilings shall be limited to a maximum height of 15 feet.
- 3) The construction of open colonnades or other structures over a public sidewalk adjoining storefront buildings shall be permitted subject to an appropriate easement over the public right-of-way. Such easements shall assign legal liability to the owners of such structures and shall hold the [name of local government] harmless.

Commentary: Easements granting permission to extend structures over public rights-of-way and containing language assigning legal liability to the owners of such structures are highly recommended any time the public right-of-way is encroached upon.

g. Awnings.

Commentary: The color and pattern of awnings affect the entire building and therefore should be carefully chosen. A facade with minimal architectural detailing can be enhanced with bright colors and pattern, while a more decorated facade may be complemented with a plain, subtle shade. The shape of awnings should be designed to fit the building's architecture and relate to other awnings that exist along the street. The cumulative effect of all of the awnings along the street should be considered prior to adding a new one.

- 1) Awnings may be constructed from heavy canvas, matte finish vinyl or fabric. Metal, plastic, shiny vinyl and plexiglas awnings are prohibited.
- 2) A minimum eight-foot vertical clearance between the sidewalk and the lowest part of the awning shall be maintained.
- 3) Awnings shall break at the vertical divisions of the structure (i.e. the break between the display windows and the entrance).

Commentary: The vertical break is to eliminate long expanses of awnings that can have a monotonous appearance.

- 4) The highest point of a storefront awning shall not be higher than the midpoint between the second story window sills and the top of the first floor storefront window or transom.

Commentary: This height limit maintains the proper proportion of awning size to storefront area and leaves a comfortable space between the top of the awning and any windows above.

- 5) Awnings shall not be illuminated on the interior

Commentary: Many excellent design publications provide the interested reader with additional detailed information. A number of New Urbanist communities have published very noteworthy design guidebooks, including *Celebration* (near Orlando, Florida) and *Hidden Springs* (near Boise, Idaho). In lieu of reference to a book from another community, a local government can develop its own set of design guidelines incorporating photos and line drawings that can be used to help applicants understand better the kind of buildings that the community wants in its village subdivisions.

h. Building Materials.

- 1) Exterior wall materials may include stucco, clapboard (including wood, vinyl or aluminum imitation clapboard siding), native stone, or brick of a shape, color, and texture very similar to that found in the historic villages and towns in [name of applicable jurisdiction].
- 2) Except on side or rear walls, all forms of concrete block shall be prohibited, unless rendered with a smooth or stuccoed masonry coating. Split-face aggregate concrete block may be used on side or rear walls without such rendering.
- 3) The number of different wall materials shall be kept to a minimum, preferably no more than two.
- 4) Commercial grade windows and doors shall be used, with wood encouraged. Varnished exterior finishes are prohibited. Minor paneled surfaces shall be of "MDO"(medium-density overlay) plywood.

Commentary: Varnished wood is nontraditional on building exteriors and requires exceptionally high maintenance (typically annual sanding and recoating). Medium-density overlay (MDO) plywood boards are factory-finished with surfaces that are exceedingly smooth and durable, with excellent long-term resistance to cracking. For double-sided surfaces (such as hanging signs), double-sided MDO or HDO (high-density overlay) is strongly recommended

- 6) Wooden storefronts shall be elevated four (4) inches above the sidewalk on a masonry plinth (typically concrete or granite) to protect it from moisture and rot.

i. Color.

Commentary: Color need not be based on historical precedents, but should generally be coordinated with the overall character of the streetscape. If a bright accent color is desired, it should be added in the form of awnings, signage or by painting to accent architectural detail (i.e. cornices, window sills, columns and similar features, rather than applied to walls or roofs. Large buildings will appear even larger if not painted a dark color such as forest green, chocolate brown, etc. This is particularly relevant when such buildings will be significantly larger than their neighbors. Large doors for vehicular use should generally be painted to match the rest of the building (not white, e.g.).

Appendix J - Examples of Conservation Subdivisions (The Fields of St. Croix and Summerfield)

The Fields of St. Croix:

Preserving Farmland, Restoring Prairie, and Rescuing a Barn

Location: Lake Elmo, Minnesota

Development Period: 1997-2000

Site Designer: Robert Engstrom

Developer: Robert Engstrom Companies, Minneapolis, Minnesota

The Fields of St. Croix is an outstanding example of conservation subdivision design. Situated in the City of Lake Elmo (population 8,069), about 12 miles northeast of the center of St. Paul, it has preserved more than 60 percent of its 241 acres. Comprising this open space are several neighborhood greens, playing fields, two ponds, cropland, a nursery with native grasses and wildflowers, a restored prairie, and wooded hillsides.

Although the site's acreage would have yielded only 24 lots in a conventional layout under the existing ordinances (with a base density of ten acres per house), the final approved plan allowed 113 homes, including 14 attached twin-homes. The increased density was achieved partly by bonuses for amenities and design features. Elsewhere in the city, base densities were changed to permit six dwellings per 20 acres (or about 3.5 acres/dwelling).

In addition to conserving natural resources, the public view shed from Rt. 5 has been respected, with rural views of open farmland along the eastern edge of the site. Homes are sited toward the center of the parcel, away from highway noise and nearer to the woods, ponds, and the large prairie restoration area on the western third of the site.



Figure 1: On this site plan of phase one, a line of trees and farmland on the east buffer homes from Route 5, while preserved woodlands and restored prairie lie to the west of the developed area. The majority of homes face inward to neighborhood greens and back up to open space as well. The photo captures the rural view from Route 5: cornfields, with homes in the distance. (Photos from Randall Arendt 1999 and Natural Lands Trust)

This conservation neighborhood was designed according to the city's relatively new open space development ordinance, the impetus for which was the applicant's progressive concept plan. To achieve his open space objectives, which add value to the project, the developer needed more design flexibility than was allowed under then-current regulations. At the same time, municipal officials saw this as an opportunity to update their development standards to allow this improved design approach. Among the numerous positive results of this site design and the new ordinance that was subsequently adopted is that the city's zoning now allows conservation design standards to 4,400 acres (almost seven square miles) of semi-rural land within its jurisdiction.

The ordinance's 50 percent density incentive successfully encouraged the provision of community greens and trails, as well as the preservation of historic structures. In addition to the unusual environmental features noted below, the design includes miles of paved multi-use trails and a central park large enough to accommodate natural areas, neighborhood play activities, and a tot lot. Sales were extremely strong, with 80 percent of the 45 home sites in Phase One selling within the first six months (Sparks, 1998). Lots vary in size from 10,800 square feet to 2.3 acres and ranged in price from \$44,500 to \$175,000. The most expensive were those backing up to the wooded hillside overlooking the two ponds and principal prairie restoration areas.



Figure 2: Neighborhood greens feature a variety of amenities from playground equipment to purple martin birdhouses. The paved trails are ideal for cycling, jogging, and rollerblading.

Among the notable aspects of this site design, several are exemplary:

- Forty acres of land has been restored to its original prairie habitat with native grasses and wildflowers, plus ornamental grasses and perennial flowers, many of which were raised by the developer in a nursery he created on his property.
- Forty acres of productive farmland remain actively cropped. Although only a small part of the original cropland, this acreage has proven ideal for a new kind of "metro-farmer" tilling the land and adapting to changing circumstances in an increasingly suburban location. Continued production of traditional row crops such as corn and soybeans provide sufficient revenue to pay taxes and a small yearly return. More productive uses of the land have included specialty horticulture, tree and shrub nurseries, and "community supported agriculture" (CSA). Natural Harvest, a CSA organization, produced organically grown vegetables and flowers for its members between 1997 and 2004, including residents and other townspeople. Additional produce was sold to nearby restaurants.



Figure 3: Approximately 40 acres of land have been restored to their original prairie vegetation (left) using native grasses and wildflowers propagated at the developer's own private nursery. Such plantings are also used for roadside landscapes as well (right).



Figure 4: Fresh vegetables, fruit, flowers, and herbs for sale at the farm stand featuring produce grown on the property. (Photo courtesy of Robert Engstrom.)

- State-of-the-art constructed wetlands technology for treating wastewater, with fully treated effluent discharged into the ground to replenish the underlying aquifer. Wastewater first enters standard septic tanks and the liquid effluent flows into a primary treatment cell lined with polyethylene and filled with rocks which host bacteria that consume waste materials in the effluent. The cell is covered with mulch to provide rooting material for wetland plants and to insulate the wastewater from cold winter temperatures. Treated wastewater then flows into an unlined cell located on permeable soil where it percolates back into the ground.
- This wastewater approach removes greater amounts of nitrogen and phosphorous than conventional mechanical systems or standard septic systems. Because of their smaller size, ease of replacement and greater design flexibility, constructed wetland systems are becoming the system of choice in many developments built under the city's new open space ordinance. The system at The Fields was the first one in the state licensed by the Minnesota Pollution Control Agency.
- Stormwater management design handles nearly all precipitation on site through retention, evaporation, and infiltration.

- Restoration of a Civil War-era barn as a community center for residents, which is occasionally available for others, such as local conservation groups, to use. The community association owns all the common open space and the restored barn. The non-common open space encompasses the tilled fields, but both types of conservation land are permanently protected through easements held by the Minnesota Land Trust.
- Community streetscaping and safety is enhanced by reduced public street standards permitting street widths of 14, 16, and 18 feet.
- Distinctive homes of stylized craftsman or prairie architecture built according to EPA Energy Star standards to be energy-efficient.



Figure 5: Some of the neighborhood greens contain water features such as this pond (left). A 150-year old barn (right) has been converted to a community center.

As a point of interest, during the Great Recession, marked by a large volume of foreclosures and falling property values in the Twin Cities metro area, no foreclosures occurred at the Fields, and residential property values held up surprisingly well (email from Robert Engstrom 10.12.11). Notably, this project received the 1998 Land Use and Community Award from the Minnesota Environmental Initiative.

Summerfield:

Equestrian Neighborhood at Village Edge

Location: Main Street and Conestoga Road, Elverson, Chester County, PA

Development Period: 1991- 2001

Developer and Builder: Stoltzfus Enterprises, Elverson, PA

Architect and Site Designer: James Wentling Architects, Philadelphia, PA

This 137-acre site lies at the eastern edge of Elverson, a small borough (population 1,225) providing goods and services to residents in northwestern Chester County. Because this subdivision is essentially an extension of the village with public water and sewer, it was planned at the overall density of 2.3 dwellings

per acre. Its 30 percent open space set-aside is more modest than those in the other more rural conservation subdivisions described in this book, but is appropriate given its context.

Most of the conservation land is pasture for horses boarding at the stable built by the developer, who currently operates it as a complementary business. The successful equestrian theme provides a sustainable use for the open space, with pastures visible from roughly half the homes. Several housing groups border landscaped areas with grass, shade trees, flowering shrubs, perennial beds, ponds, and a gazebo. A network of informal asphalt-surfaced paths connects neighborhoods and allows residents to cross the largest pasture between fences. The central open community space contains a tot-lot, playing field, and a 2,500 SF post-and-beam building in a stone barn. This facility, which was conveyed to the homeowner association mortgage-free by the developer, has helped build strong relationships among residents.

Another unusual aspect is organization of the homeowner association into units relating to each of the community's five construction phases. All share use of the community center and other common facilities, but each manages the private streets and grounds within its phase. These associations are small enough (with 100 or fewer members) so that people know each other. Summerfield's facilities are also available to borough residents through the HOA members, to foster closer ties between the older and newer parts of Elverson.



Figure 1: If Summerfield's 318 units had each been built on conventional single-family house lots (about 15,000 SF in this district), there would not have been any open space: no playing fields, and no pastures. This neighborhood, located next to the Elverson post office, contains an urgent care facility, fitness center and doctor's office. Immediately adjacent is a day care center, a hardware store and Community Church. (Photo courtesy of Natural Lands Trust.)

Of the 318 units, 65 are single-family detached and 56 are semi-detached twins. The remainder is townhouses with three, four, and five dwellings per building. This mix was designed to serve multiple markets with differing floor space needs (1,400 to 2,800 SF), spanning a broad range of product prices and boosting absorption rates. Summerfield has been successful in appealing to buyers occupying different market niches, with its attached homes particularly popular among empty nesters, single-parent households, and young families without children. Careful attention to the design of building entries and garages has produced multi-family dwellings that look more like large country homes than attached townhouses. Before beginning his work for Stoltzfus, architect James Wentling visited Elverson and photographed many of its historic structures to help him better understand its vernacular building forms.



Figure 2: White board fences enclose a series of pastures providing rotational grazing for horses boarded at the stable built by the developer to ensure a continuing equestrian use of the open space. The horses not only mow the grass at no charge, they also provide an amenity for homeowners who enjoy watching them from their decks. (Photos from Stoltzfus Enterprises on left, and James Wentling on the right.)

With its numerous pastures wrapping around the various neighborhood-housing groups, this development could easily be described as a “golf course community without the golf course”. However, a golf course was never an option at Summerfield for two reasons. First, its size is much less than the 300 acres typically needed for such developments. Second, Stoltzfus would not have seriously considered a golf course because of its high development cost. Converting former cropland to pasture is far less expensive, even when the fences and stable construction costs are factored in. The expenses involved in developing a central golf course would have necessitated raising house prices to a point where absorption by the local real estate market would have been seriously slowed. This is a very real consideration in many other communities as well. Conservation subdivision design - with its low cost approach to open space preservation - offers both developers and municipalities the most feasible way of blending housing with land conservation objectives.



Figure 3: Homes overlook nearby pastures (left), while the community center, playing fields, and tot lot, occupy other open space areas with the community church in the distance.

Appendix K – Model Regulations for Conservation Subdivisions

Introduction: *The wording here presents a mandatory approach, wherein conventional subdivision plans that divide an entire property into lots and streets would no longer be acceptable. Instead, all new subdivision plans must be prepared using the open space design approach.*

Where an optional approach is preferred, the local government may wish to consider the use of disincentives to discourage the use of conventional subdivision plans and encourage open space development plans. As an example, a developer might be permitted to create only a certain percentage (such as 60 to 70 percent) of the allowable number of building lots if he/she elects to use the conventional approach (imposing a 30 to 40 percent “density penalty”). On the other hand, the use of the open space design approach would permit the developer to achieve the maximum allowable density.

Another approach involves designating open space designs as by-right permitted uses, and conventional cookie-cutter plans as conditional uses. The condition for approving conventional submissions would be a clear and compelling case by the applicant that dividing all the land into house lots and streets, with little or no open space, better implements official municipal policies, as contained in an adopted comprehensive plan (such as for agricultural preservation or woodland habitat protection), compared with open space designs. This approach enables local governments to remain true to their comprehensive plans when processing applications for new development.

It might be instructive to note that when Orange County NC first adopted open space design (OSD) in its ordinances, it did so as an optional, voluntary approach. After several years of experimentation, during which very few developers chose OSD, the county adopted standards requiring subdivision applicants to follow the OSD approach – which is actually the design approach that is most consistent with the county’s official comprehensive plan of land-use policies for protecting environmental resources. In other words, developers are, for the first time, really complying with key policies in the county’s comprehensive plan and attaining full density in very attractive and marketable subdivisions that preserve significant buildable upland habitat and farmland.

Deciding which approach to use is an example of the choices that each local government has in implementing an open space design process. Likewise, decisions regarding the resources that make up primary and conservation areas may lead to other decisions regarding the percentage of open space to preserve and whether that percentage applies to the total tract or only to the unconstrained, buildable portion of the site.

The very character of the resources to be preserved will also have an impact on ordinance provisions. Alternative approaches such as the use of “conservancy lots” and “neotraditional town planning” principles can be blended with conservation design to protect irreplaceable resources. For this reason, supplemental standards for an “estate” or conservancy lot option and a neo-traditional “village” option have been included with the model ordinance.

The model ordinance represents a starting point. And regardless of the provisions ultimately adopted, they too should be viewed as “a beginning.” To acquaint land owners, developers, surveyors, and land planners and designers with the open space design process, a series of education workshops should be held either before or immediately after ordinance adoption. As subdivision plans are approved, they should be evaluated to determine if the goals of open space design are being achieved, particularly where an “optional” or voluntary approach is pursued. As conditions warrant, the ordinance provisions may be “fine-tuned” to achieve the desired result.

Open Space Subdivision Design: Model Regulations

Section 1. General
Section 2. Open Space Standards
Section 3. Design Standards
Section 4. Evaluation Criteria
Section 5. Water Supply & Sewage Disposal Facilities
Section 6. Density Bonuses
Section 7. Procedures for Application and Approval
Section 8. Specifications for Concept Plans

Section 1. General

1.1 Purposes

The purposes of Open Space Subdivision Design are to preserve agricultural and forestry lands, natural and cultural features, and rural community character that might be lost through conventional development approaches. To accomplish this goal, greater flexibility and creativity in the design of such developments is encouraged and required. Specific objectives are as follows:

- To preserve areas of the city with productive soils for continued agricultural and forestry use by preserving blocks of land large enough to allow for efficient operations.
- To encourage the maintenance and enhancement of habitat for various forms of wildlife and to create new woodlands through natural succession and reforestation where appropriate.
- To minimize site disturbance and erosion through retention of existing vegetation and avoiding development on steep slopes.
- To preserve open land, including those areas containing unique and sensitive features such as natural areas and wildlife habitats, steep slopes, streams, wetlands, and floodplains.
- To preserve scenic views and elements of the city's rural character, and to minimize perceived density by minimizing views of new development from existing roads.
- To preserve and maintain historic and archaeological sites and structures that serve as significant visible reminders of the city's social and architectural history.
- To provide for the active and passive recreational needs of city residents, including Implementation of the Recreation & Parks Plan.
- To provide greater efficiency in the siting of services and infrastructure by reducing road length, utility runs, and the amount of paving for development.
- To create compact neighborhoods accessible to open space amenities and with a strong identity.

1.2 Applicability

Open Space Subdivision Design is permitted in all residential zoning districts, but only upon approval of a Preliminary Subdivision Plat by the Planning Commission. All Open Space Development subdivision plats shall comply with the requirements and standards specified herein and in all respects with other applicable codes and ordinances to the extent that they are not in conflict with these provisions.

Open Space Subdivision Design shall also be required in the following zoning districts, and/or within the following overlay districts:

Potential Alternative Wording (allowing Conventional Design as a Conditional Use):

Authorization to develop a tract in a conventional manner, without open space (conventional development), rather than utilizing Open Space Design, may be granted by the Planning Commissioners as a Conditional Use pursuant to Section _____ pertaining to conditional uses, provided that the applicant clearly demonstrates, at a Public Hearing, compliance with the standards and criteria contained in that Section and, in addition, establishes the following:

A. That conventional development setting aside little or no open space for permanent protection would preserve environmental resources, natural and scenic features, historic sites, and historic resources to a degree equal to or greater than development utilizing Open Space Design principles would permit. The applicant may be required to protect such features, sites and resources from further development with appropriate covenants running with the land.

B. That the applicant has achieved the open space preservation goals set forth in this ordinance conveyance of a perpetual conservation easement to a recognized nonprofit corporation established for that purpose, or to an agency or department of county, state, or federal government specifically charged with protecting environmental resources.

Section 2. Open Space Standards

2.1 Minimum Required Open Space

At least fifty percent (50%) of the unconstrained (buildable) land area in the Open Space Development shall be set aside as protected open space. Unconstrained lands are lands that do not lie within “Primary Conservation Areas”, as described below. Unconstrained lands also exclude the rights-of-way of high tension electrical transmission lines, and the rights-of-way of existing or proposed streets, which therefore may not be counted toward meeting minimum open space requirements. Except under the “Estate Lot” provisions, this open space shall remain undivided, and may not be incorporated into individual houselots. (Note: In areas with very low rural density, say more than two acres per dwelling, open space percentages greater than 50% are easily achievable and highly recommended. On the other hand, in serviced locations with public water and sewer, where densities might be several dwellings per acre, open space percentages might dip to 35 or 40 %.).

2.2 Types of Open Space

The types of open space conserved through Open Space Development shall be consistent with the following standards:

a. Open space shall be comprised of two types of land: “Primary Conservation Areas” and “Secondary Conservation Areas”, and shall be configured to create or maintain interconnected networks of conservation lands, to the greatest extent that is practicable.

b. **Primary Conservation Areas** form the core of the open space to be protected. They are the first type of open space to be designated on an Open Space Development Plan to satisfy the minimum open space requirement and consist of the following site features:

- **Wetlands**, including, but not limited to, streams, creeks, ponds, reservoirs, and adjoining land areas identified as part of:

1. The National Wetlands Inventory maps prepared by the U.S. Fish and Wildlife Service
2. Soil maps published by the County Soil Survey prepared by the U.S.D.A. Natural Resources Conservation Service (where “very poorly drained” soils can be considered as a proxy for wetlands)

3. A required Environmental Assessment or Environmental Impact Statement; and/or
4. A site analysis conducted by a registered engineer, land surveyor, landscape architect, architect or land planner.

- **Floodplains** (100-year) and alluvial soils identified as part of:

1. A Flood Insurance Study prepared by the Federal Emergency Management Agency (FEMA); and
2. The County Soil Survey prepared by the U.S.D.A. Natural Resources Conservation Service.

- **Steep slopes**, defined as those greater than 25 percent, identified as part of:

1. A County Soil Survey prepared by the U.S.D.A. Natural Resources Conservation Service; and/or

2. A site analysis conducted by a registered engineer, land surveyor, landscape architect, architect or land planner and calculated using topographic maps from an actual surveyor from the U.S. Geological Survey.

c. Secondary Conservation Areas consist of unconstrained land that would otherwise be suitable for building and include the following site features:

- **Woodlands**, including forest land for the planting and production of trees and timber, where management practices such as selective timber harvesting and wildlife enhancement are employed. Such woodlands may consist of hardwood, pine, and/or mixed pine-hardwood forests identified as part of:

1. A site analysis conducted by a registered engineer, land surveyor, landscape architect, architect or land planner using aerial photographs and/or satellite imagery;
2. A required Environmental Assessment or Environmental Impact Statement; and/or
3. An independent site study conducted by a trained botanist and/or forester.

- **Farmland**, whether actively used or not, including cropland, fields, pastures, and meadows.

- **Natural areas**, and wildlife habitats and corridors identified as part of:

1. An Inventory of Natural Areas and Wildlife Habitats as prepared by a state agency, the Nature Conservancy or a local land trust;
2. A required Environmental Assessment or Environmental Impact Statement; and/or
3. An independent site study conducted by a trained botanist and/or biologist.

- **Slopes** of 15% to 25% which require special site planning due to their erosion potential, limitations for septic tank nitrification fields, and terrain or elevation changes. Such areas may be suitable for building but higher site preparation and construction costs are to be expected.

- **Historic and/or archaeological sites**, including, but not limited to, sites listed on the National Register of Historic Places or included on the State's National Register study list, designated as a local historic landmark or district, and/or designated as having a high potential for archaeological remains. Such sites are generally identified as part of

1. A local architectural survey;
2. A local archaeological survey;
3. A required Environmental Assessment or
4. Environmental Impact Statement; and/or
5. An independent site study conducted by a
6. Trained architectural historian or archaeologist.

- **Public and/or private recreation areas and facilities, including:**

1. "Active recreation areas" such as public recreation areas, including district and community parks as identified in the Recreation and Parks Plan; and private recreation facilities, including golf courses, playing fields, playgrounds, swimming pools, and courts for tennis, basketball, volleyball, and similar sports, and commercial campgrounds.

Active recreation areas represent a kind of development in which natural lands are cleared, graded, and managed for intensive uses, thereby reducing the wildlife habitat or natural resource area that add to an area's ecological well-being.

For this reason, only half (50%) of the land in this category may be credited toward meeting the minimum open space requirement.

2. "Passive recreation areas" such as pedestrian, bicycle, and equestrian trails, picnic areas, community commons or greens, and similar kinds of areas, whether public or private. Land in this category receives full credit toward meeting the minimum open space requirement.

- **Scenic views**, especially of natural and cultural features from designated scenic road corridors, including "views from the road" as well as views outward from potential home sites.

2.3 General Location Standards

A. Undivided Preserves. Both Primary and Secondary Conservation Areas shall be placed in undivided preserves which adjoin housing areas that have been designed more compactly to create larger conservation units than may be enjoyed by all residents of the subdivision. Such undivided open space shall be accessible to the largest number of lots within the development. To achieve this, the majority of houselots should abut undivided open space to provide residents with direct views and access. Safe and convenient pedestrian access to the open space from all

adjoining houselots shall be provided, except in the case of farmland or other resource areas vulnerable to trampling damage or human disturbance.

When the “Estate Lot Development Option” is used, up to 85 percent of the Secondary Conservation Area may be incorporated into estate lots not smaller than six acres, which shall be protected against further subdivision through a permanent conservation easement.

Where undivided open space is designated as separate non-contiguous parcels, no parcel shall consist of less than three (3) acres in area, nor have a length-to-width ratio in excess of 4: 1, except such areas that are specifically designed for neighborhood commons or greens, playfields, buffers adjacent to wetlands and watercourses, wildlife corridors, or trail links.

- B. Interconnected Open Space Network.** As these standards are implemented, the protected open space in each new subdivision should be consciously designed to adjoin each other, so that they may ultimately form an inter-connected network of Primary and Secondary Conservation Areas across the city.

2.4 Ownership and Protection of Open Space

Conservation land within an Open Space Development may be owned and/or administered by any of the following methods, either individually or in combination. All open space shall be permanently restricted from further subdivision through permanent conservation easements recorded in the County Registry of Deeds. These easements should be held by land trusts or conservation agencies of the state or local government, and are not recommended to be held by the elected officials of the county or municipality. Ownership options include:

- Fee simple dedication to the City, another unit of local government, the State of Minnesota or a private nonprofit land conservancy.
- Ownership by a homeowners’ association where specific development restrictions and maintenance requirements are included as part of its bylaws. Such land shall also be protected through permanent conservation easements, as described below.
- Within Open Space Subdivisions designed according to the “Estate Lot Development Option”, up to 85% of the total open space may be incorporated into the estate lots themselves. This open space shall consist of all land lying outside the building envelopes within each estate lot, and shall be permanently protected through conservation easements, as described below.
- Up to 85 percent of the conservation land within an Open Space Subdivision may be “non-common open space”, that is designated for individual private ownership, such as by the original farmer or landowner, the developer, or another private entity that maintains the open space for the uses permitted in this ordinance (such as a nursery business or commercial equestrian operation). The remaining conservation land shall remain undivided for the enjoyment of the residents, and this remainder shall consist of land that is not wet or submerged, not steep (i.e., with slopes less than 25 percent), and not within the rights-of way of high-tension electrical transmission lines.
- All conservation land shall be permanently protected through conservation easements dedicated to the City, another unit of local government, the State of Minnesota or a private non-profit land conservancy. Such easements shall apply to land owned by a homeowners’ association, individual lot owners within Estate Lot Developments, land owned by other private entities managing the land for open space purposes, and to land dedicated to units of local government. (Land dedicated to units of local government shall be eased to a private land trust or conservancy organization because, over time, the conservation and development philosophies of elected officials are subject to change.)

2.5 Maintenance of Open Space

Natural features shall be maintained in their natural condition, but may be modified to improve their appearance, functioning, or overall condition, as recommended by experts in the particular area being modified. Permitted modifications may include:

- Reforestation;
- Pasture or cropland management;
- Buffer area landscaping;
- Stream bank protection; and/or
- Wetlands management.

Unless accepted for dedication or otherwise agreed to by the City, another unit of local government, the State of Minnesota, or a private non-profit land conservancy, the cost and responsibility of maintaining open space and any facilities located thereon shall be borne by the property owner and/or homeowners' association.

Management Plans are required for all open space within Open Space subdivisions specifying who is responsible for which maintenance responsibilities, and on what schedule. Guidelines for management can be found in the Stewardship Handbook for Natural Lands, published by the Natural Lands Trust in Media Pennsylvania (<http://www.natlands.org/categories/article.asp?fldArticleId=174>).

Section 3. Design Standards

3.1 Two Options for Calculating Maximum Permitted Density

The maximum number of lots in a Conservation Subdivision shall be determined by either of the following two methods, at the discretion of the Applicant:

1. Yield Plan: The maximum number of lots reasonably achievable on the property, based on a conventional subdivision design plan consisting of lots meeting or exceeding the minimum dimensions required for lots in conventional subdivisions, conforming to the City's regulations governing lot dimensions, land suitable for development, and street design. The Yield Plan shall be prepared by the applicant, showing how the tract of land could be subdivided to yield the maximum number of buildable residential lots. Although the Yield Plan does not have to meet formal requirements for a site design plan, and is not intended to involve significant engineering or surveying costs, the design must be realistic and economically capable of being constructed, given site features and all applicable regulations. Potential building lots and streets must not be shown in areas that would not ordinarily be permitted in a conventional plan. For example, Yield Plans would include, at minimum, basic topography, wetland locations, 100-year floodplains, and slopes exceeding 25 percent in defining areas unsuited for development. For additional details, see Section 8.4.

On sites not served by public sewerage or a centralized private sewage treatment facility, soil suitability for individual septic systems shall be demonstrated. In areas of the site considered to be marginal for such systems, typically where the most challenging site conditions exist with respect to seasonal high water tables, or shallow depth to bedrock or restrictive soil layers, a small percentage of lots (10%) shall be tested. The local government shall select the lots for such testing. If tests on the sample lots pass the percolation test, the applicant's other lots shall also be deemed suitable for septic systems for the purpose of calculating total lot yield. However, if any of the sample lots fail, several others shall be tested, until all the lots in a given sample pass.

2. Formulaic Approach: Because they represent sensitive environmental features and/or significant cultural resources considered unbuildable in a legal or practical sense, Primary Conservation Areas receive only partial credit toward meeting the minimum open space requirement. Specifically, the maximum number of lots is determined by dividing the area of the tract of land by the minimum conventional lot size specified in the underlying zoning. In making this calculation, 50% (fifty percent) of the following two land types shall be included in the density calculations:

- a. slopes over 25% of at least 5000 square feet contiguous area;
- b. the 100-year floodplain;

In addition, 10% (ten percent) of land within rights-of-way for high-tension electrical transmission lines shall be counted.

Furthermore, 5% (five percent) of wetlands meeting the definition of the Army Corps of Engineers pursuant to the Clean Water Act, or land that is submerged for more than three months of the year shall be included in the density calculations.

No density credit shall be given to bodies of open water over 5000 square feet contiguous area, or to land lying within the rights-of-way of existing or proposed streets

Note: *In these calculations, density credit may be applied to certain other unconstrained parts of the site, such as land used for onsite sewage disposal, including nitrification fields and fields used for "spray irrigation" (sometimes*

called “land treatment”). Unless specified otherwise, these lands may also be counted toward meeting the minimum open space requirements for Open Space Subdivisions

3.2 Existing Features/Site Analysis

Since it forms the basis of the open space design process, an Existing Features/Site Analysis Map analyzing each site’s special features is required for all proposed subdivisions. The Map shall identify, at minimum, those natural, historic, and cultural features listed in Sections 2.2.b and 2.2.c without distinction as to whether they are Primary or Secondary Conservation Areas.

3.3 Design Process

Open Space Development subdivisions shall be designed around both the Primary and Secondary Conservation Areas, which together constitute the total required open space. The design process should therefore commence with the delineation of all potential open space, after which potential house sites are located. Following that, access road alignments are identified, with lot lines being drawn in as the final step. This “four-step” design process is further described below.

- **Open Space Designation:** During the first step, all potential Conservation Areas, both Primary and Secondary, shall be identified, using the Existing Features/Site Analysis Map. Primary Conservation Areas shall consist of those features described in Section 2.2.b. above. Secondary Conservation Areas shall comprise at least half of the remaining land and shall include the most sensitive and noteworthy natural, scenic, and cultural resources as described in Section 2.2.c. above.

Guidance as to which parts of the remaining land to classify Secondary Conservation Areas shall be based upon:

1. On-site visits;
2. The Open Space Standards contained in Section 2 above; and
3. The Evaluation Criteria contained in Section 4 below.

- **House Site Location:** During the second step, potential house sites are tentatively located. The proposed location of houses within each lot represents a significant decision with potential impacts on the ability of the development to meet the Evaluation Criteria contained in Section 4 below. Generally, house sites should be located no closer than 100 feet from Primary Conservation Areas. Such sites may be situated 50 feet from Secondary Conservation Areas to permit the enjoyment of scenic views without negatively impacting Primary Conservation Areas.

- **Street Alignment and Trail Networks:** The third step consists of aligning proposed streets to provide vehicular access to each house in the most reasonable and economical manner, and in laying out a network of informal trails connecting neighborhood areas with open space features within the conservation lands. When lots and access streets are laid out, they shall be located in such a way that avoids or at least minimizes impacts on both Primary and Secondary Conservation Areas. To the greatest extent practicable, wetland crossings and streets traversing slopes over 15 percent shall be strongly discouraged, unless such streets link one buildable portion of a site with another when no other means of access is available.

Street connections shall generally be encouraged to minimize the number of new cul-de-sacs to be maintained and to facilitate easy access to and from homes on different parts of the property and on adjoining parcels. Where cul-de-sacs are necessary, those serving six (6) or fewer homes may be designed with “T-turnarounds” facilitating three-point turns. Cul-de-sacs serving more than six homes shall generally be designed with a central island containing indigenous trees and shrubs, either conserved or planted. All cul-de-sacs should provide trail access to the open space and/or other nearby streets. The creation of single-loaded residential access streets is encouraged to maximize the number of homes in new developments that may enjoy views of open space. To make this approach economical, narrower lots as well as flag lots, both of which help to make the street system more efficient, are permitted in Open Space Developments.

- **Drawing in the Lot Lines:** The fourth step consists of drawing in lot lines around potential house sites. Each lot must contain a buildable area of sufficient size to accommodate a single-family detached dwelling and customary accessory uses, including, but not limited to, storage buildings and garages, patios and decks, lawns, and driveways.

Individual wells and septic systems, where these are to be provided, may be located within the undivided conservation lands if sufficient space is not available on the lots.

Note with Respect to Village Design: *For open space subdivisions submitted under the Village Development Option, the sequence of steps is: conservation areas; streets, squares, and trails; house sites; and lot lines. In this denser development form, the location of streets and squares becomes elevated in importance, after the identification of Primary and Secondary Conservation Areas. House positions are of lesser importance, as they become the supporting elements within a larger streetscape. Squares and greens shall be generally laid out so that they form “terminal vistas” at the ends of streets, or at the ends of the sight-lines which are terminated by bends in the streets.*

3.4 Dimensional Standards

Provided the arrangement, design, and shape of house lots is such that lots provide satisfactory and desirable sites for building, and contribute to the preservation of designated Primary and/or Secondary Conservation Areas, minimum lot area, lot width, and setback requirements may be reduced as set forth below.

- Minimum lot area requirements may be reduced by up to sixty percent (60%) but shall be no smaller than 5000 square feet.
- Minimum lot width requirements may be reduced by forty percent (40%) but shall be no less than forty (40) feet (but 30 feet on city utilities when “detached townhouses” are proposed).
- Minimum front setback requirements may be reduced by fifty percent (50%) but shall be no less than twelve (12) feet.
- Minimum rear and side setback requirements may be reduced by fifty percent (50%) but shall be no less than five (5) feet. Side setbacks may be combined on one side provided that at least two (2) feet of setback remains on the other. Such combinations are permitted in lot layouts where this pattern is repeated with homes located off-center on their lots but evenly spaced between buildings on adjoining lots.
- Minimum lot frontage requirements may be reduced to twenty (20) feet, to allow for a driveway extension on a “flag lot”.

Section 4. Evaluation Criteria

For any given site, resources may vary widely in importance; e.g., a natural area compared to a historic site. Likewise, for each type of resource, there may be examples of greater or lesser significance; e.g., a notable example of local vernacular building traditions to a much altered older home. Priorities for conserving such resources should therefore be based upon a thorough site analysis and an understanding of what is more special, unique, environmentally sensitive, and or historic as compared with other similar features or different types of resources.

In evaluating the layout of lots and open space, the following criteria will be considered as indicating design appropriate to the site’s features and meeting the intent of the Flexible Development standards. Whereas diversity and originality in lot layout are encouraged, it is recognized that not all objectives may be achieved on a given site. Each applicant must therefore to achieve the best possible relationship between development and preservation objectives.

In evaluating the relative significance of different categories of site features, or of individual features within certain categories, applicants shall consider recommendations by the Planning Department, during and after the On-Site Visit which precedes submission of the Concept Plan.

4.1 General Criteria

The following criteria apply to all Open Space Development projects:

- Protect and preserve all wetlands, floodplains, and steep slopes from clearing, grading, filling, or construction except as may be approved by the Planning Commission.
- The shape of the open space shall be reasonably contiguous, coherently configured, and shall abut existing or potential open space on adjacent properties. Long narrow segments must be avoided except in the case of trail or stream corridors, or landscape buffers adjoining street rights-of-way and/or neighborhood boundaries.

- The pedestrian circulation system shall be designed to assure that pedestrians can walk safely and easily on the site, between properties and activities or special features within the neighborhood open space system. All roadside footpaths should connect with off-road trails, and link with existing or potential open space on adjoining parcels.
- Landscape common areas (neighborhood greens), cul-de-sac islands, and both sides of new streets with native specie shade trees and flowering shrubs with high wildlife conservation value.

4.2 Forest Land/Natural Areas Conservation

Where the goal of the Open Space Development project is to conserve forest land and/or natural areas and wildlife habitats, the following criteria apply:

- Dwellings should be located in unwooded parts of the site away from mature forests, natural areas, and/or wildlife corridors.
- To the greatest extent practicable, development should be designed around existing hedgerows and treelines between fields or meadows. The impact on larger woodlands (greater than five acres), especially those containing mature trees, natural areas, and/or wildlife corridors should be minimized.
- When any woodland is developed, care shall be taken to locate buildings, streets, yards, and septic disposal fields to avoid mature forests, natural areas, and/or wildlife corridors.

4.3 Farmland Conservation

Where the goal of the Open Space Development project is to conserve farmland, the following guidelines apply:

- Locate building lots in forested areas away from existing pastures, cropland, feedlots, and similar uses.
- If development must be located on open fields or pastures because of greater constraints on other parts of the site, dwellings should be sited in locations at the far edge of a field, as seen from a public road.
- Identify the most productive portions of existing pastures and cropland, and locate building lots on less productive land.
- Buffers shall be provided between houselots and cropland or pastures, to reduce the potential for conflict between residents and farming activities. Such buffers shall generally be 75 feet in width and shall be managed to encourage the growth of successional woodland.

4.4 Conservation of Scenic Views

Where the goal of the Open Space Development project is to conserve scenic views, the following guidelines apply:

- Leave scenic views and vistas unblocked or uninterrupted, particularly as seen from public roadways. Consider “no-build, no-plant” buffers along public roadways where views or vistas are prominent or locally significant. In wooded areas where enclosure is a feature to be maintained, consider a “no-build, no-cut” buffer created through the preservation of existing vegetation.
- Where development is located in unwooded areas clearly visible from existing public roads, it should be buffered from direct view by a vegetative buffer or an earth berm constructed to reflect the topography of the surrounding area, or located out of sight on slopes below existing ridge lines.
- Protect rural roadside character and vehicular carrying capacity by avoiding development fronting on existing public roads; e.g., limiting access to all lots from interior rather than exterior roads.
- Protect rural roadside character and scenic views by providing conservancy lots (e.g., six acres or more in size) adjacent to existing public roads.
- Avoid siting new construction on prominent hilltops or ridges, or so close to hilltops and ridges that rooflines break the horizon (unless such buildings can be effectively screened or buffered with trees).

4.5 Historic and Archaeological Features

Where the goal of the Open Space Development project is to conserve historic and archaeological sites and structures, the following guidelines apply:

- Design around and preserve sites of historic, archaeological or cultural value so as to safeguard the character of the feature(s), including fences and walls, farm outbuildings, burial grounds, abandoned roads, and earthworks.
- New streets, driveways, fences, and utilities must be sited so as not to intrude on rural, historic landscapes. Wherever possible, streets and driveways are to follow existing hedgerows, fence lines, and historic farm drives.
- New developments must include plantings which reflect natural and historic landscape materials, and are in harmony with the character of the area.

- Building designs and styles used in new construction should be compatible with the architectural style of historic buildings located on or adjacent to the site, especially in terms of scale, height, roof shape, and exterior materials.

4.6 Recreation Provision

Where the goal of the Open Space Development project is to provide recreation and parks facilities for neighborhood residents and/or the general public, the guidelines contained in Section _ shall apply.

Section 5. Water Supply & Sewage Disposal Facilities

5.1 Alternative Options

Water supply and sewage disposal facilities to serve Open Space Developments may be provided through the use of various alternatives, including:

- Individual wells and septic tanks located either on each lot or in off-lot locations within undivided open space areas designated for such uses on the Final Plat, and protected through recorded easements; or
- A community water supply and/or sewage disposal system designed, constructed, and maintained in conformity with all applicable state, federal, and local rules and regulations; or
- Connection to a water supply and/or sewage disposal system operated by a municipality, association, or water or sewer authority. System extensions are permitted only in accordance with applicable water and sewer, and land use policies and shall be sized only to serve the Open Space Development for which the system is extended; or
- A combination of the above alternatives.

Section 6. Density Bonuses

The maximum number of building lots or dwelling units in an Open Space Development shall not exceed the number that could otherwise be developed by the application of the minimum lot size requirement and/or density standard of the zoning district or districts in which the parcel is located. However, increases in the number of building lots or dwelling units are permitted through one or more of the following options:

6.1 To Encourage Additional Open Space

a. A density increase is permitted where more than fifty percent (50%) of the unconstrained land area in an Open Space Development is designated as permanent, undivided open space. The amount of the density increase shall be based on the following standard:

For each additional acre of protected open space provided in the Open Space Development, one (1) additional building lot or dwelling unit is permitted.

b. In lieu of providing additional open space in the Open Space Development, the applicant may purchase in fee simple or less than fee (e.g., development rights) land separate from the Open Space Development which is comprised of Primary and/or Secondary Conservation Areas as defined in Section 2. Land purchased in fee may be dedicated to the City, county, or the State of Minnesota, or a private non-profit land conservancy.

c. For land purchased in less than fee, a conservation easement shall be recorded which restricts the development potential of the land. The conservation easement shall be dedicated to the City, another unit of local government, the State of Minnesota, or a private non-profit land conservancy.

6.2 To Encourage Public Access

Dedication of land for public use (including trails, active recreation, municipal spray irrigation fields, etc.), in addition to any public land dedication authorized under the state enabling statutes, may be encouraged by the City, which is herein authorized to offer a density bonus for this express purpose. This density bonus, for open space that would be in addition to the basic public land dedication mentioned above, shall be computed on the basis of one dwelling unit per three acres of publicly accessible open space. The decision whether to accept an applicant's offer to dedicate open space for public access shall be at the discretion of the City, which shall be guided by recommendations contained in existing and future recreation plans, particularly those sections dealing with trail connections, greenway networks, and/or recreational facilities.

6.3 To Encourage Maintenance Endowments

The City may allow a density bonus to generate additional income to the applicant for the express purpose of endowing a permanent fund to offset continuing open space maintenance costs. Spending from this fund would be restricted to expenditure of interest, in order that the principal may be preserved. Assuming an average interest rate of five (5) percent, the amount designated for the Endowment Fund should be twenty (20) times the amount estimated to be needed on a yearly basis to maintain the open space. On the assumption that additional dwellings, over and above the maximum that would ordinarily be permitted on the site, are net of development of development costs and represent true profit, 75 percent of the net selling price of the lots should be donated to the Open Space Endowment Fund for the conservation lands within the subdivision. Such estimates should be prepared by an agency or organization with experience in open space management acceptable to the City. This fund shall be transferred by the developer to the designated entity with ownership and maintenance responsibilities, such as a homeowners' association, a land trust, or a unit of local government.

6.4 To Encourage Affordable Housing

A. A density increase is permitted where the Open Space Development provides on-site or off-site housing opportunities for low or moderate-income families. The amount of the density increase shall be based on the following standard:

For each affordable housing unit provided in the Open Space Development, one (1) additional building lot or dwelling unit is permitted Affordable housing is defined as units to be sold or rented to families earning 70 to 120 percent of the County median income, adjusted for family size, as determined by the U.S. Department of Housing and Urban Development.

B. In lieu of providing affordable housing units in the Open Space Development, the applicant may donate to the City land separate from the Open Space Development with suitable soils or access to public water and sewer for the purpose of developing affordable housing. The donated land shall contain at a minimum the land area needed to develop the total number of bonus units in accordance with the zoning requirements of the district in which the donated land is located, together with a minimum of twenty (20) percent open space land, at least half of which is suitable for active recreation.

Section 7. Procedures for Application and Approval

7.1 Concept Plan

A. Pre-Application Review: To promote better communication and avoid unnecessary expense in the design of acceptable subdivision proposals, each subdivider is encouraged to meet with the Planning Department prior to filing an application for Concept Plan approval. The purpose of this informal meeting is to introduce the applicant to the provisions of this Ordinance and discuss his/her objectives in relation thereto.

B. On-Site Visit: Prior to the submission of a Concept Plan, the applicant shall schedule a mutually convenient time to walk the property with the Planning Department staff. The purpose of this visit is to familiarize the Planning Department staff with the property's special features, and to provide them an informal opportunity to offer guidance to the applicant regarding the tentative location of Secondary Conservation Areas, and potential house locations and street alignments.

Prior to scheduling the on-site visit, the applicant shall have prepared the Existing Features/Site Analysis Map as required in Section 8.3 below. If the on-site visit is not scheduled before the Concept Plan submission; it should occur prior to the Public Information Meeting described below.

C. Application Requirements: Applications for Concept Plan approval shall be submitted to the Planning Department prior to the submission of a Preliminary Plat and shall contain the following information:

- A City Tax Map showing the location of the parcel to be subdivided.

- Fifteen (15) copies of a Concept Plan of the proposed major subdivision prepared in accordance with the specifications for Concept Plan drawings as contained in Section 8 of this Ordinance. A Concept Plan shall consist of three parts, including:

1. An Existing Features/Site Analysis Map;
2. A Yield Plan; and
3. An Open Space Development Plan.

- Concept Plan application form as prescribed by the Planning Department in a form which provides a checklist identifying consistency with applicable design guidelines, the goals of the City's Comprehensive Plan, and the stated purposes of the zoning district within which the development is to be located.

- Stamped envelopes addressed to each owner of property within 500 feet of the property proposed to be subdivided. The names and addresses of property owners shall be based on the current listing as shown in the City Tax Office or Land Records System.

D. Public Information Meeting: Upon receipt and acceptance of the Concept Plan application, the Planning Department shall schedule a Public Information Meeting and mail notices of the meeting to each owner of property within 500 feet of the property proposed to be subdivided. The Public Information Meeting shall be held within 15 days of acceptance of the application, and notices shall be mailed by first class mail at least ten (10) days prior to the date of the meeting.

At the meeting, the Planning Department staff will explain the City's subdivision approval process, and the applicant will be available to answer questions about the proposed subdivision.

E. Planning Department Review Procedures: Within thirty (30) days of the date of the Public Information Meeting or within such further time consented to in writing by the applicant, the Planning Department shall submit to the Planning Commission its recommendation, including a written analysis of the Concept Plan; its general compliance with the requirements of this Ordinance, the Comprehensive Plan, and other applicable codes and ordinances; and the concerns of citizens expressed at the Public Information Meeting. If the Planning Department fails to prepare a report to the Planning Commission within the specified time period, or extension thereof, the Concept Plan is recommended without conditions.

F. Planning Commission Review and Approval Procedures: After receiving the Planning Department's report or, if applicable, the expiration of the time period prescribed in Section III-D-I-b, the Planning Commission shall consider the Concept Plan and take action on the proposals. The Planning Commission shall base its action on its findings as to the conformity of the proposals with all applicable regulations and shall:

- Approve the Concept Plan;
- Approve the Concept Plan subject to conditions; or
- Deny the Concept Plan.

If the Planning Commission approves the Concept Plan subject to conditions, such conditions shall be reasonable and shall seek to insure compliance with applicable regulations. If the Planning Commission denies the Concept Plan, the reasons for such decision shall be stated in writing to the applicant and entered into the minutes of the meeting at which such action was taken.

The Planning Commission shall take action within forty-five (45) days of the meeting at which the Planning Department's report is submitted to it or within such further time consented to in writing by the applicant. If the Planning Commission fails to take action within the specified time period, or extension thereof, the Planning Commission shall be deemed to recommend approval of the Concept Plan without conditions.

G. Action Subsequent to Approval: If the Concept Plan is approved or approved with conditions, the Planning Commission Chair shall endorse his/her approval on two (2) copies of the Concept Plan. One (1) copy of the Concept Plan shall be retained by the Planning Department, and one (1) copy shall be returned to the subdivider or his/her authorized agent.

From the date of approval of the Concept Plan by the Planning Commission, the applicant shall have one (1) year in which to prepare and file an application for Preliminary Plat approval. If a Preliminary Plat for the subdivision has not been submitted within the specified time limit, the Concept Plan shall become null and void.

H. Appeal Procedures: The decision of the Planning Commission regarding the Concept Plan may be appealed to the Board of Commissioners. If appealed, the Concept Plan shall be placed on the next regular meeting agenda of the Board of Commissioners. The City Council shall have final approval authority, and, where applicable, all Concept Plans shall contain information and/or conditions approved by the Council.

The Council in all such appeals shall make findings of fact in support of its decision. The applicant shall be notified, in writing, of the Council's decision within ten (10) days after said decision is made.

Section 8. Specifications for Concept Plans

8.1 Components of Concept Plans

The Concept Plan required by Section 7 shall consist of three parts:

- An Existing Features/Site Analysis Map;
- A Yield Plan; and
- An Open Space Development Plan.

The Concept Plan shall be prepared according to the "four-step" process for designing open space subdivisions described in Section 3.3 above. In addition, the Concept Plan shall be prepared by a team including at least a civil engineer or registered land surveyor, plus either a landscape architect or a land use planner experienced in open space design.

Each map or plan shall be drawn in black ink or pencil to a scale of not less than two hundred (200) feet to the inch. The scale chosen shall be large enough to show all required detail clearly and legibly.

8.2 General Information

Each map or plan required in Section 8.1 above shall contain the following general information:

- a. A sketch vicinity map showing the location of the subdivision in relation to the existing street or highway system;
- b. The plotted boundaries of the tract from deeds or maps of record and the portion of the tract to be subdivided;
- c. The total acreage to be subdivided, including tax map, block and lot number reference;
- d. The name, address and telephone number of the subdivider or owner and the person responsible for the subdivision design;
- e. Scale, approximate north arrow and date of plat preparation; and
- f. Name of subdivision.

8.3 Existing Features/Site Analysis Map

As determined from readily identifiable on-site inventories, aerial photographs, maps of record, State/Federal resource maps, and local planning documents and inventories, the

Existing Features/Site Analysis Map shall contain the following information:

a. Primary Conservation Areas: Identification of physical resources associated with the site which restrict its development potential or contain significant natural and/or cultural resources, including:

- Topographic contours at ten-foot intervals, showing rock outcrops and slopes of seven and one-half percent (7½%) to fifteen percent (15%), and more than fifteen percent (15%).
- Soil type locations and characteristics relating to seasonal high water table and depth to bedrock.
- Hydrologic characteristics of the site, including drainage tributaries, surface water bodies, floodplains, and wetlands.

b. Secondary Conservation Areas: Identification of significant site elements on buildable portions of the site, including:

- Vegetation of the site, defining approximate location and boundaries of woodland areas, and, wherever possible, vegetative association in terms of species and size. Information from aerial photographs shall be acceptable at the Concept Plan stage.

- Current land use and land cover (cultivated areas, pastures, etc.), existing buildings and structures, and burial grounds.
- Natural areas, and wildlife habitats and corridors.
- Historic and archaeological sites, especially those listed on the National Register of Historic Places or included on the State's National Register study list, designated as a local historic landmark, and/or located in a local historic district.
- Scenic views onto the site from surrounding roads as well as views of scenic features from within the site.

8.4 Yield Plan

The Yield Plan, which is a simple conceptual sketch (drawn to scale) shall contain the following information:

- a. In addition to basic topography, the location of areas unsuited for development, including wetland locations, 100-year floodplains, and slopes exceeding 25 percent;
- b. the proposed arrangement of lots, including size and number, and streets within the subdivision, including right-of-way widths; and
- c. The location of soils suitable for individual septic systems as determined by:
 - A map based on the medium-intensity soil survey for the County, published by the USDA Natural Resources Conservation Service, showing the location of soil types suited for septic systems. This map shall be prepared in consultation with the Soil Scientist of the Environmental Health Division of the Health Department.
 - In reviewing the soils data in relation to the layout of the proposed lots, the City Planning Department may require the applicant to present the results of the preliminary soil suitability analyses conducted on a 10% to 15% sample of the proposed lots as required in Section 3.1.

8.5 Open Space Development Sketch Plan

1. A Sketch Plan shall be submitted by the applicant as a diagrammatic basis for informal discussion with the City Planning Commission regarding the design of a proposed subdivision or land development. It shall be drawn by a landscape architect, or by a physical planner experienced in conservation subdivision design. One of the purposes of the Sketch Plans is to help applicants and officials develop a better understanding of the property and to help establish an overall design approach that respects its special or noteworthy features, while providing for the density permitted under the zoning ordinance.
2. To provide a full understanding of the site's potential and to facilitate the most effective exchange with the Planning Commission, the Sketch Plan should include the information listed below. Many of these items can be taken from the Site Analysis Map, a document that must in any case be prepared and submitted no later than the date of the Site Inspection, which precedes the Preliminary Plan. The diagrammatic Sketch Plan shall be prepared as an overlay sheet placed on top of the Site Analysis Map, both maps therefore being drawn to the same scale.
3. Sketch Plans shall be prepared by a landscape architect or by a physical planner with experience designing Open Space Subdivisions. Civil engineers and surveyors may also be added to the design team at this stage. However, their role does not become pre-eminent until the Preliminary Plan stage.
4. The Open Space Development Sketch Plan shall contain the following information:
 - a. The proposed arrangement of lots within the subdivision, including size and number.
 - b. The proposed street layout within the subdivision, including travelway and right-of-way widths, and connection to existing streets.
 - c. The location, type, and area of the open space proposed in the subdivision, including open space to be preserved:
 - In a separate lot or lots under the ownership of a homeowners' association.
 - As part of individually owned lots through a conservation easement applicable to multiple lots.
 - In a separate lot or lots through dedication for public use, such as a park site, to a unit of local government, state government or a private land conservancy.
 - d. The location of proposed water supply and sewage disposal facilities, including:
 - Well sites for individual and community water systems.
 - Nitrification fields and land application areas for community sewage disposal systems employing subsurface disposal and spray irrigation, respectively.
 - Nitrification fields and land application areas for individual on- and off-lot sewage disposal systems employing subsurface disposal and spray irrigation, respectively.

Public water and sewer lines, where such facilities are available or capable of being extended.

5. Sketch Plan Submission and Review: Copies of a diagrammatic Sketch Plan, meeting the requirements described above, shall be submitted to the Commission's Secretary during business hours for distribution to the Planning Commission, the City Planner, the City Engineer and applicable advisory boards at least seven (7) days prior to the Planning Commission meeting at which the Sketch Plan is to be discussed. The Sketch Plan diagrammatically illustrates initial thoughts about a conceptual layout for Open Space lands, house sites, and street alignments, and shall be based closely upon the information contained in the Site Analysis Map. The Sketch Plan shall also be designed in accordance with the four-step design process herein.

1. The Planning Commission shall review the Sketch Plan in accordance with the criteria contained in this ordinance and with other applicable ordinances of the City. Their review shall informally advise the Applicant of the extent to which the proposed subdivision conforms to the relevant standards of this Ordinance, and may suggest possible plan modifications that would increase its degree of conformance. Their review shall include but is not limited to:

- a. the location of all areas proposed for land disturbance (streets, foundations, yards, septic disposal systems, storm water management areas, etc.) with respect to notable features of natural or cultural significance as identified on the applicant's Site Analysis Map and on the City's Map of Potential Conservation Land, in its Comprehensive Plan;
- b. the potential for street connections with existing streets, other proposed streets, or potential developments on adjoining parcels;
- c. the location of proposed access points along the existing road network;
- d. the proposed building density and impervious coverage;
- e. the compatibility of the proposal with respect to the objectives and policy recommendations of the City Comprehensive Plan and
- f. consistency with the zoning ordinance.

The Planning Commission shall submit its written comments to the applicant and the Council.

8.6 Management Plan.

1. Applicants shall submit a Plan for Management of Open Space and Common Facilities ("Plan") that:

- a. allocates responsibility and guidelines for the maintenance and operation of the Open Space and any facilities located thereon, including provisions for the frequency of specific ongoing maintenance activities and for long-term capital improvements;
- b. estimates the costs and staffing requirements needed for maintenance and operation of, and insurance for, the Open Space and outlines the means by which such funding will be obtained or provided;
- c. provides that any changes to the Plan be approved by the Commission; and
- d. provides for enforcement of the Plan.

2. In the event the party responsible for maintenance of the Open Space fails to maintain all or any portion in reasonable order and condition, [the jurisdiction] may assume responsibility for its maintenance and may enter the premises and take corrective action, including the provision of extended maintenance. The costs of such maintenance may be charged to the Homeowner's Association, or to the individual property owners that make up the Homeowner's Association, and may include administrative costs and penalties. Such costs shall become a lien on all subdivision properties.

8.7 Legal Instrument for Permanent Protection

1. The Open Space shall be protected in perpetuity by a binding legal instrument that is recorded with the deed. The instrument shall be a permanent conservation easement in favor of either:

- a land trust or similar conservation-oriented non-profit organization with legal authority to accept such easements. The organization shall be bona fide and in perpetual existence and the conveyance instruments shall contain an appropriate provision for retransfer in the event the organization becomes unable to carry out its functions; or
- a governmental entity with an interest in pursuing goals compatible with the purposes of this ordinance. If the entity accepting the easement is not the City, then a third right of enforcement favoring the City shall be included in the easement.

2. The instrument for permanent protection shall include clear restrictions on the use of the Open Space. These restrictions shall include all restrictions contained in this article, as well as any further restrictions the Applicant chooses to place on the use of the Open Space.

8.8. Tax Assessment of Open Space

Once a legal instrument for permanent protection has been placed upon the Open Space, the City tax assessment office shall be directed to reassess the Open Space at a lower value to reflect its more limited use. If the Open Space is used purely for passive recreational purposes and the terms of the instrument for permanent protection effectively prohibit any type of significant economic activity, then the assessment shall be at a value of zero.

APPENDIX L – FINAL CONCEPT MAP